

THE BEACON

A Mounties Guiding Light to Mansfield University

☐ Do your Homework!
☒ Call Mom



The girls!



Once a Mountie
always a Mountie



Shopping at the Bookstore



Skating!

- English paper due Friday
- Meeting @ 4:00
- Project due Tuesday

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A Message from the President



Welcome New Members
of the MU Family!

This is an exciting time in your life and I am thrilled to be a part of it with you. I recall coming to Orientation at Mansfield University back in 1975. I was nervous, apprehensive and exhilarated all at the same time. Now I write to you as the President of my beloved Alma

Mater. Mansfield University was the right fit for me and was the springboard for all of my future endeavors.

Like many of you, I was the first in my family to go to college and didn't know anyone when I first arrived at MU. Little did I know, I would make lifelong friends here, and so will you! Little did I know, my professors would know me on an individual level, as will yours! My professors challenged me in ways I had never been challenged before; your professors will do the same for you. My professors, coupled with the extracurricular activities in which I chose to become involved, helped transform me into a leader and prepared me for all that awaited me after college. The same will happen to you if you embrace the opportunities at Mansfield. Your professors will mentor you, your choices of activities will challenge and shape you, together they will change your life's trajectory.

At Mansfield University, we develop tomorrow's leaders! Leaders in nursing, teaching, business, law enforcement, industry, medicine, non-profits, music, research and so much more. Leaders of your community, leaders in your home, leaders at work, and leaders in public office. At Mansfield University, student success is goal #1!

I welcome you to join us in building a tradition of excellence by learning to utilize the tools you need to succeed in whatever awaits you on your life's journey. I look forward to spending time with you throughout your collegiate career and beyond. Mansfield Strong...Mounties Forever!

All my best,



Francis L. Hendricks '79
Brig Gen, USAF (Retired)
President

MU: Mount Up...Move Out...Lead!

A Message from the Dean of Students

Dear Mountaineer,



Welcome to Mansfield University! Hiking up and down (well, somehow mostly up) hills isn't for everyone, which is why we want to take this opportunity to congratulate you on taking this important step on your journey. Being a Mountie is special. We are all here, faculty, staff, and even other students to help you succeed. This is a special place where students explore and develop their passions, faculty challenge students to be critical thinkers, and where students have the unique opportunity to develop as leaders. I encourage you to take full advantage of our community during your time here and let us help you reach your goals.

Our mission is to Develop Tomorrow's Leaders, by empowering all students to discover, pursue, and achieve academic, individual and leadership goals. We serve as student advocates offering a multitude of collaborative programs and services that encourage realistic self-appraisal, increased independence, and co-curricular learning opportunities. We serve as a resource for parents, families, faculty and staff in supporting student retention, graduation, and overall success at Mansfield University.

We would like your Mansfield University experience, starting with new student orientation all the way through graduation, to be educational, engaging, productive and successful. Whether you join a student organization, play on a club or University team, or participate in community service opportunities, your active participation in these experiences will prove to be rewarding now and far into your future.

Please feel free to contact us if we can be of service. As students you are the center of my work, and often the best part of my day. This wonderful opportunity, that you have earned, means faculty and staff will support you, nurture you, challenge you and cheer you on. We will be here over the course of the next years, standing by your side as you reach your potential. And finally, we will be there the day you walk across the stage and graduate. You are the center of our work. Take advantage of this privilege.

Good luck Mounties!

Sincerely,



Christopher Bridges, PhD
Associate Vice President/Dean of Students
570.662.4342
327 Alumni Hall
www.mansfield.edu/student-affairs/

The Mansfield University Creed

The Mansfield Creed explains our four core values which guide us in *Developing Tomorrow's Leaders*.

Character

We believe in integrity.

We act with honesty and respect toward others.

We take responsibility for our actions and reflect on their impact on ourselves and others.

Scholarship

We believe in learning.

We use rigorous, responsible, and critical inquiry to understand existing knowledge, acquire and share new knowledge, and apply what we learn.

Each of us is both student and teacher.

Culture

We believe in celebrating humanity.

We enrich ourselves and others by sharing and exploring our similarities and differences.

We honor the past as we invent the future.

Service

We believe in helping others.

We work with others to improve the communities in which we now live and will touch in the future.

Knowledge invests us with the power to improve our world and the responsibility to act.

The Mansfield University Alma Mater - "Mansfield, Hail!"

Old Mansfield, high upon the eastern hill,

Dear Mansfield, hail to thee!

Thy loyal sons and daughters with a will

Salute in melody.

We bring a laurel wreath of praise,

And pledge our love thro' all the days;

Our Alma Mater, dear, all hail to thee!

Old Mansfield, hail to thee!

The world is better for the beacon light

Which thou hast shed abroad,

Strong hearts are stronger for the testing fight

That leads men up to God.

In all the varied walks of life,

in peaceful paths and stress of strife,

We find thy sons and daughters true to thee,

Old Mansfield, hail to thee!

We never can forget the days we've spent

Within thy hallow'd walls.

We'll learn sometime what all your lessons meant

When larger duty calls.

For ev'ry law and rule of thine,

Is made to fit our life's design.

We'll consecrate our lives to Truth and thee,

Old Mansfield, hail to thee!

The vision that we caught beneath thy spell

Has opened up the way,

To opportunity and serving well

upon the King's highway.

We love the mem'ry of thy ways,

Strong lads and lassies fair as fays;

Our Alma Mater, dear, all hail to thee,

Old Mansfield, hail to thee!

What is a Liberal Education?

A liberal education is an education that exposes students to a wide breadth of courses, perspectives, and educational experiences designed to equip them with the essential skills and learning necessary to thrive and succeed throughout their lives. A liberal education prepares students to deal with complexity, diversity, and change, and entails study across many fields, as well as in-depth study in a specific area of interest. A liberal education helps students develop a strong sense of personal and social responsibility important in all spheres of life.

Information obtained from the Liberal Education and America's Promise Brochure.

Academic Calendar

Please check the MU calendar for important dates and events at my.mansfield.edu

Spring 2014

January

University Days 16 - 17

Martin Luther King Holiday - **No Classes** 20

Classes begin at 8:30 am 21

Last day to **DROP** classes 26

Last day to **ADD** classes 27

Last day to: 29

- Submit "Credit-By-Exam" form
- Submit "Intent to Graduate" form (for December 2014)
- Submit "Pass/Fail Option" card
- Submit "Repeat of Course" card

February

Last day to submit "Incomplete" grades 14

Last day to complete "Credit-by-Exam" 17

March

Spring Holiday - **No Classes** 17 - 21

Mid-Semester grades due 4:00 pm 21

Last day to withdraw from a course 28

April

Fall registration begins 14

May

Spring semester classes end 5

Final examination period 6 - 9

Spring Commencement 10

Spring semester grades due 13 (Noon)

[illegible]



ACADEMIC DEPARTMENTS

For official information on academic requirements and policies, consult the current Mansfield University Undergraduate Catalog and Graduate Catalog.

Art

Allen Hall

Phone: 570-662-4500

What Can I Study?

MAJORS:

- Art History
- Art Education
- Graphic Design

CONCENTRATIONS:

- Print
- Motion

MINORS:

- Art History
- Graphic Design
- Studio Art

Biology

Grant Science Center

Phone: 570-662-4531

What Can I Study?

MAJOR:

- Biology

CONCENTRATIONS:

- Cell and Molecular
- Environmental Biology
- Fisheries
- Medical Technology

MINOR:

- Biology

Business & Economics

Elliott Hall

Phone: 570-662-4481

What Can I Study?

MAJOR:

- Business Administration

CONCENTRATIONS:

- Accounting
- Management
- Marketing

MINORS:

- Accounting
- Business Administration
- Economics & Finance
- Management
- Marketing

Chemistry & Physics

Grant Science Center

Phone: 570-662-4540

What Can I Study?

MAJOR:

- Chemistry

CONCENTRATIONS:

- Biochemistry
- Forensic Science
- Nanotechnology

UNDERGRADUATE MINORS:

- Chemistry
- Forensic Science

Communication

Allen Hall

Phone: 570-662-4500

What Can I Study?

MAJORS:

- Organizational Communication
- Mass Communication

CONCENTRATIONS:

- Electronic Media
- Journalism
- Public Relations

MINORS:

- Electronic Media
- Journalism
- Organizational Communication
- Public Relations

Criminal Justice Administration

Pinecrest

Phone: 570-662-4661

What Can I Study?

MAJORS:

- Criminal Justice Administration, Associate of Science
- Criminal Justice Administration, Bachelor of Science

UNDERGRADUATE MINOR

- Criminal Justice Administration

Education & Special Education

Retan Center

Phone: 570-662-4790

What Can I Study?

UNDERGRADUATE MAJORS:

- Early Childhood and Elementary Education
- Early Childhood and Elementary/Special Education

MINOR:

- Education

GRADUATE MAJORS:

- Education
- Special Education
- Reading Specialist
- Children's Literature P - 12

English & Modern Languages

Belknap Hall

Phone: 570-662-4581

What Can I Study?

MAJORS:

- English
- English Education
- Spanish

MINORS:

- African American Studies
- Creative Writing
- English Literature
- Latin American Studies
- Women's Studies

Geography & Geology

Belknap Hall

Phone: 570-662-4581

What Can I Study?

MAJOR:

- Geography

CONCENTRATIONS:

- Environmental Science
- Outdoor Recreation Leadership
- Watershed Management
- Mapping Technology
- Earth & Space Science Education
- Natural Gas Production and Services AAS

CONCENTRATIONS:

- Environmental Technician
- GIS Technician
- Mud logging/Geological Technician
- Permitting and Inspection
- Safety Management

MINORS:

- Geography
- Geology
- Natural Gas Production and Services
- Outdoor Recreation Leadership
- Watershed Management

Health Sciences

Elliott Hall

Phone: 570-662-4481

What Can I Study?

UNDERGRADUATE MAJORS:

- Community Health Education
- Nursing
- Nutrition

CONCENTRATIONS:

- Dietetics
- Sports Nutrition
- Radiologic Technology, A.A.S
- Respiratory Therapy, A.A.S
- Safety Management

GRADUATE MAJOR:

- Nursing

MINOR:

- Nutrition

History, Philosophy & Political Science

Pinecrest

Phone: 570-662-4661

What Can I Study?

MAJORS:

- History

CONCENTRATION:

- Public History
- Philosophy

CONCENTRATIONS:

- Applied and Professional Ethics
- Pre-Law
- Political Science
- Social Studies/History

MINORS:

- Canadian Studies
- Environmental Studies
- History
- International Studies
- Philosophy
- Political Science
- Pre-Law

Mathematics & Computer Information Science

Elliott Hall

Phone: 570-662-4481

What Can I Study?

MAJORS:

- Computer Science

CONCENTRATIONS:

- Computer Science
- Information Systems
- Information Systems A.S.
- Mathematics
- Concentrations:
- Applied Mathematics
- Applied Mathematics - Computer Science
- Pure Mathematics
- Mathematics Education

MINORS:

- Computer Science
- General Computing
- Information Systems
- Mathematics
- Statistics

Music

Butler Center

Phone: 570-662-4710

What Can I Study?

UNDERGRADUATE MAJORS:

- Music Education
- Music Performance

CONCENTRATIONS:

- Instrumental
- Keyboard
- Voice
- Music

CONCENTRATIONS:

- Elective Studies in Business
- Business Administration
- Business Management
- Business Marketing
- Music Technology

GRADUATE MAJORS:

- Music

CONCENTRATIONS:

- Choral Conducting
- Collaborative Piano
- Instrumental Conducting
- Music Education

MINORS:

- Music
- Music Technology

Psychology

South Hall

Phone: 570-662-4771

What Can I Study?

MAJOR:

- Psychology

CONCENTRATIONS:

- Counseling
- Human Resource Management
- Lifespan Development
- Mind/Body Health

MINORS:

- Leadership Studies
- Psychology
- Psychology of Human Development

School Library & Information Technologies

Online Department
Phone: 570-662-4676

What Can I Study?

GRADUATE MAJOR:

- School Library & Information Technologies

Sociology, Social Work & Anthropology

Pinecrest
Phone: 570-662-4661

What Can I Study?

MAJORS:

- Social Work
- Sociology/Anthropology

CONCENTRATIONS:

- Culture and Society
- General Applied
- Social Inequality

Minors:

- Anthropology
- Child Welfare
- Gerontology
- Social Welfare
- Sociology



GRADUATE DEGREE PROGRAMS

- EDUCATION
- MUSIC
- NURSING (ONLINE)
- ORGANIZATIONAL LEADERSHIP (ONLINE) - FALL START ONLY

- SCHOOL LIBRARY & INFORMATION TECHNOLOGIES (ONLINE)
- SPECIAL EDUCATION
- NON-DEGREE AT THE GRADUATE LEVEL

NON-TEACHING DEPARTMENTS

Academic & Human Development

South Hall

Phone: 570-662-4798

- Academic Advising Center
- Counseling Center
- Learning Center
- Services for Students with Disabilities
- Writing Center

Academic Initiatives

Doane Center

Phone: 570-662-4365

- Student Support Services
- TRiO

Library Information Resources

North Hall

Phone: 570-662-4872

CIRCULATION DESK: 570-662-4670

INFORMATION DESK: 570-662-4671

SPECIAL PROGRAMS

African American Studies

115 Allen Hall

Phone: 570-662-4507

Canadian Studies Program

Pinecrest Manor

Phone: 570-662-4487

First Year Experience

Belknap Hall

Honors Program

218 Allen Hall

Phone: 570-662-4787

International Exchange

Belknap Hall

Phone: 570-662-4595

Leadership Studies

South Hall

Phone: 570-662-4775

Women's Studies

Belknap Hall

Phone: 570-662-4591

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RESERVE OFFICERS' TRAINING CORPS (ROTC)

- Contact: Pam Callahan
- Location: 200 Memorial Hall
- Email: pcallaha@mansfield.edu
- Phone: 570-662-4973

In the world today, there is no greater challenge than leading a platoon of United States soldiers regardless of the environment. It is one thing to learn the art of leadership in a classroom, but to lead in dynamic and stressful environments is a challenge that cannot be found anywhere else. In the Army Reserve Officer Training Corps (ROTC), you will learn the skills necessary to become a leader in the United States Army while you pursue your education at Mansfield. ROTC provides the opportunity for "traditional" college students, prior service military personnel, Army Reservists, National Guardsmen, and even graduate students to earn a commission at the rank of Second Lieutenant. The insignia of Second Lieutenant, a gold bar, signifies a leader and officer in the United States Army, one of the most respected professions in the United States.

One may think of ROTC as simply a series of college classes beginning with 100 level classes and ending with 400 level classes. Generally, incoming freshman (termed MS Is) with no prior military experience, enter the program by taking Introduction to Military Science (MILS 104 and 105). Assuming normal academic progression, the student enters their MS II year as an academic sophomore, MS III as an academic junior, and MS IV as an academic senior. The MS I and MS II students are introduced to the Army culture and principles therein, such as uniform wear, drill and ceremonies, basic land navigation skills, and rifle marksmanship. The MS IIIs, however, are found in local training environments learning and applying small unit infantry tactics, refining land navigation skills and, most importantly, practicing leadership--the foundation of Army ROTC.

Cadets in their MS III year are the focal point of the program as more time and resources are dedicated to these students. This is because the summers of their MS III year cadets participate in the Leadership Development and Assessment Course (LDAC), a thirty-three-day-long course conducted at Fort Knox, Kentucky. Completing LDAC is the pinnacle of an ROTC career and puts the cadet closer to the ultimate goal—a commission.

While at LDAC, cadets receive assessments based on their leadership performance which, to some degree, determines which branch or specialty for which they serve. The result is a competitive atmosphere both for the Cadets and respective schools; every Army ROTC program in the nation competes for top honors at LDAC. Once returning from LDAC, cadets are promoted to MS IVs and inherit the responsibility for the training of junior cadets while under the supervision of professional cadre.

ROTC provides Cadets with multiple opportunities to improve their leadership skills and prepare themselves to enter the profession of arms. Army schools such as Airborne, Air Assault, and Combat Divers Course are offered to well qualified volunteers on a competitive basis. Also the chance to learn "strategic languages" such as Farsi, Mandarin Chinese, and Russian (to name a few) can be earned through Project Global Officer.

Our Cultural Understanding and Language Proficiency (CULP) provides students with the opportunity to travel overseas and train with allied Militaries and Cadets. Internships covering the sciences, foreign policy, and leadership are also available.

Finally, once cadets have completed their degree requirements and the ROTC program they have rightfully earned a commission in the Army the rank of Second Lieutenant. Their eight-year obligation to the Army can be served in different ways:

- Four years Active Duty and four years Inactive Ready Reserves
- Four years Active Duty and four years in the Army Reserves or National Guard
- Eight years in the Army Reserves or National Guard

MILITARY & VETERAN AFFAIRS

- Contact: Roger Maisner
- 203 Memorial Hall
- Email: rmaisner@mansfield.edu
- Phone: 570-662-4849

The Military & Veteran Affairs Office coordinates all services available to our students who are active military or veterans. We can direct individuals to the proper contacts in financial aid, admissions or any other office on campus. We also have working relationships with many County, State and Federal programs for our Military and Veteran Students. We are located on-campus in Memorial Hall 203. We welcome you to join a student military and veteran organization that we are establishing.



[illegible]



STUDENT LIFE

Get Connected

Your first connection begins at orientation and new student welcome but doesn't end there...we want you to GET INVOLVED!

Student Activities

As a Mansfield University student you will have the unique leadership and social opportunities to become actively engaged and EXPERIENCE THE "MU EXPERIENCE" of being both entertained and educated concurrently by a wide diversity of arts, entertainment, and educational presentations, activities, programming, and special events. From major concert events that have included artists such as *The Band Perry*, *Eric Church*, *Brantley Gilbert*, *The All-American Rejects*, *Goo Goo Dolls*, *Kevin Hart*, *Ron White*, *Trey Songz*, and *Jay Sean* to Family Weekend, Homecoming, lectures, coffeehouses, performing artists - i.e. (bands, hypnotists, comedians, magicians, jugglers, singers, musicians, poets, etc.) diversity events, outdoor recreation programs, bus trips, novelties, variety shows, dance parties, theatre, live entertainment, game shows, open mic nights, films, etc. we continually strive to provide you with a high volume of well-rounded quality programming that celebrates diversity.

The Student Activities Office is a key resource in offering support, assistance, and guidance to all students, student clubs and organizations, and the university community with artist-performer-presenter/event research, contract negotiations, budgeting, event planning, event management services, advertising and promotion, technical support, event production, and assessment. The Student Activities Office has the resources to assist you in taking your idea for a program, event, or activity from design to production.

Steve Plesac- DIRECTOR OF STUDENT ACTIVITIES AND PROGRAMMING
324 Alumni Hall
570-662-4982
splesac@mansfield.edu

Greek Life

Welcome to Greek Life at Mansfield University!

As a member of one of our 9 social Greek organization, you will have opportunities for:

Scholarship: As Greeks, we pride ourselves by obtaining high academic achievement. Our chapters hold their members to a high standard of excellence. Chances are you will meet someone that is in your major, someone that has had the professor before, or just someone to talk with about a class.

Friendship: As a member of the Greek community you will have the opportunity to do the following:

1. Forge lifelong friendships-Chances are you will meet someone that you instantly click with. You will meet people that are in your class, your major, possibly your hometown.
2. Develop a career and personal network-Did you know that most of the top CEOs and influential leaders in the US are Greek? It's true, people such as: Condoleezza Rice, Coretta Scott King, Kenny Chesney, Ronald Reagan, and many others are Greek! Our very own Mansfield University President, General Fran Hendricks was a Greek man at Mansfield during his "formative years."
3. Develop friendships within your organization and across the country-As a member of a Greek organization, you will have the opportunity to attend a national convention of your organization. You get a chance to meet organizational leaders, possibly make policy decisions, or get a chance to share ideas with other chapters.

Leadership: At Mansfield University, Leadership is something that we take very seriously. As a member of a Greek Organization, you will have opportunities to run for positions both in your

organization and on a governing council. Also, most of our Greek students are part of outside organizations such as: SGA, Mansfield Activities Council (MAC), WNTE, MUTV, among many others.

Mary Beth Kollar- ASSOCIATE DIRECTOR FOR INTERNATIONAL STUDENTS
326 Alumni Hall
www2.mansfield.edu/greek/
570-662-4936
mkollar@mansfield.edu

Center for International Education

The Mansfield University Center for International Education (CIE) is the hub for International Students and for those individuals here to help them succeed. Along with being a resource for our International Students and campus offices, the Center also offers programs such as Popcorn & Culture, where faculty lead discussions with students on Global Issues. The Center develops and implements programs to compliment the University's efforts, goals, and creed. Feel free to stop by, have a coffee or tea, and make a friend with someone from a different part of the world.

Mary Beth Kollar- ASSOCIATE DIRECTOR FOR INTERNATIONAL STUDENTS
326 Alumni Hall
570-662-4936
mkollar@mansfield.edu

Kelchner Fitness Center

You will find a state of the art fitness room with brand new treadmills, Ellipticals and adaptive motion trainers at Kelchner Fitness Center! Kelchner has the latest trends in group fitness including Zumba Fitness, Turbo Kick and yoga, plus a variety of intramural sports and tournaments each semester.

Kelchner Fitness Center is home to a 24,000 square foot recreation area to do activities such as basketball, volleyball, badminton, pickleball, and soccer. Racquetball and wallyball courts, a free weight room, a group fitness room, and a Wii lounge are available for your use as well. The 3,000 square foot cardio room includes treadmills, bikes, rowers, motion trainers, Ellipticals, and weight lifting equipment with cable TV and iPod docking stations.

KELCHNER FITNESS CENTER HOURS

Monday-Friday: 6 am-11 pm
Saturday: 9 am-9 pm
Sunday: 2 pm-10 pm
570-662-4234

***Hours subject to change over holidays and breaks**

Game Room & Commuter Lounge

The Game Room and Commuter Lounge are both located on the second floor of the Alumni Hall Student Center. The Game Room offers numerous activities for all students. Game Room equipment is loaned out of the nearby information booth, which is staffed by student-employees. These areas are available to students 7 days a week with extensive hours.

Ruth Hermansen-ASSOCIATE DIRECTOR FOR STUDENT LIFE AND STUDENT RETENTION
323 Alumni Hall
570-662-4980
rhermans@mansfield.edu
Game Room Location: 2nd Floor Alumni Hall

Club Sports

The Mansfield University Club Sports program provides opportunities for students to participate in competitive sports activities. Each club is formed and governed by students within guidelines established by the Mansfield University Student

Government Association (S.G.A.), Club Sports Coordinator, and the Director of the Kelchner Fitness Center. Within this framework, the focus and programming of each club will vary with the dynamics of student leadership. Unlimited in scope and magnitude, students interested are encouraged to form new clubs as the need arises. It is the policy of Mansfield University of Pennsylvania that all persons shall have equal access to programs, admission, and employment without regard to race, color, religion, gender, national origin, sexual preference, age, and status as an individual with a disability. The classification of Club Sport applies to organizations that are composed of enrolled students that are voluntarily participating in non-varsity level competitions of a physical nature against other non-Mansfield University institutions or organizations on or off of the Mansfield University campus. Intramural activities, on the other hand, are offered through the Kelchner Fitness Center, and are teams of Mansfield University students competing against other Mansfield University students. Both Club Sports and Intramurals are equally enjoyable and rewarding opportunities for students.

Ruth Hermansen-ASSOCIATE DIRECTOR FOR STUDENT LIFE
AND STUDENT RETENTION
325 Alumni Hall
570-662-4980
rhermans@mansfield.edu
www2.mansfield.edu/Club-Sports/



SGA (Student Government Association)

Enriching Student life since 1857.

The Student Government Association can assist you with all your club and organizational needs. We represent YOU, the student body, and your Student Activity

Fee. Contact SGA to get involved or to start a new club or organization on campus. For more information visit: www2.mansfield.edu/sga/

Campus Bookstore

The campus bookstore offers students and the public an opportunity for convenience shopping. Located in Alumni Hall, they carry a variety of items including new, used, and rented textbooks. School supplies, electronics, health and beauty items, snacks, MU apparel, dorm supplies, greeting cards, postage stamps, calculators, class rings, diploma frames, gifts, logo items, children's books, and gift cards all of which can be found right here on campus.

Students can reserve, ship, or rent their textbooks online at www.mansfieldbookstore.com. During the week of finals, (in demand) books can be sold to the bookstore for Cash. The bookstore accepts MasterCard, Visa, Discover, American Express, cash, check, or Mountie Money.

Location: 2nd Floor Alumni Hall
570 662- 4922 or 800 577-6798
Monday- Friday: 8 am- 4 pm
Saturday: 11 am- 2 pm

Student Employment

Learn about our work study program and make a little money while you go to college. esd.mansfield.edu/financial-aid/work-study.cfm

Career Center & Internships

Beginning with your first semester to your final semester, the Career Center is a critical place to gain knowledge and experience for life after graduation. The Career Center helps you find a major or career that fits your interests, skills, and passions. The knowledgeable staff can help you write a resume, cover letter, essay, or any other document needed for

advancement. This office can also connect you with potential employers and internship opportunities.

You will find employer recruitment days, campus interviews, guest presentations, etiquette dinners, and workshops each semester right here on campus. The Career Center supplies a professional clothes closet full of gently used business attire for men and women where students can obtain one FREE professional outfit.

Location: Ground Floor, Alumni Hall
Nichole Lefelhoc
570 662-4133
careers@mansfield.edu
career.mansfield.edu

Athletics- Support your Mountaineers

MENS SPORTS: Baseball, Men's Cross Country, Men's Basketball, Sprint Football, Men's Track and Field
WOMENS SPORTS: Field Hockey, Soccer, Softball, Swimming, Women's Cross Country, Women's Basketball, Women's Track and Field
Visit www.gomounties.com for more up-to-date athletic events and calendars.

Martin Luther King Jr. Center

Martin Luther King Jr. Multicultural Resource Center (MLKC) serves as an educational safe zone for individuals of all backgrounds, nationalities, abilities, ethnic groups, sexual orientations, religions, and social identities. The MLKC is dedicated to helping students cope with the challenges associated with succeeding and graduating from Mansfield University. The primary task of the MLKC is to advance and celebrate the ethnic richness and diversity of our University campus community and to advocate for the needs of its students.

The MLKC in collaboration with the Office of Multicultural Affairs (OMA) and other Campus Diversity Partners provide programs, forums, conferences, educational tours, and cross-cultural activities that promote the exchange of cultural traditions and experiences to enhance the sensitivity of the campus and region. The MLKC houses a collection of books, magazines, video tapes, documentary cassettes, DVD's and other reference materials that are available on loan for employee and student use. The MLKC also serves as a location for community, club and small group meetings, mentoring and tutoring sessions, personal development and diversity training workshops, cultural receptions, and multicultural celebrations. The mission of the MLKC is to promote and advocate for ways to increase awareness and understanding of the rich variety of cultural identities in our communities.

Resources:

Journals	Wide screen television
Magazines	Computer Lab
DVD'S	Books
Videos	

First Year Mentoring

IMPACT is designed to provide first year students with additional support as they transition to Mansfield University as a student. Students that elect to participate are paired with a volunteer mentor that is a faculty member, staff member, graduate assistant, or senior peer mentor. The mentor will be a valuable University and community resource for the student. This program is coordinated through the division of Student Life.

Ruth Hermansen-Ruth Hermansen-ASSOCIATE DIRECTOR
FOR STUDENT LIFE AND STUDENT RETENTION
325 Alumni Hall
570-662-4980
rhermans@mansfield.edu



MAP-Works

MAP-Works is a student retention and success platform which supports first-time/first-year students. The MAP-Works survey is offered to students early in the fall semester. The survey educates students about behaviors critical to long-term success. The survey responses empower faculty and staff to support the individual and varying needs of students. MAP-Works is coordinated through the Division of Student Life – specifically through the Office of Retention:

Ruth Hermansen-ASSOCIATE DIRECTOR FOR STUDENT LIFE
AND STUDENT RETENTION
325 Alumni Hall
570-662-4980
rhermans@mansfield.edu



United Campus Ministry

Campus ministry is a ministry of presence, serving students as they explore their faith, and supporting them as new ideas, new living experiences, new choices, and new horizons arise in their lives. They honor everyone's religious tradition and offer room for spiritual growth in that tradition.

The Prayer Room located in 114 Pinecrest is always open for students of all faiths, and has a little interfaith library.

Courtney Hull
112 Pinecrest
570-662-4431
chull@mansfield.edu

College Connection

Susquehanna Trailways provides a safe, eco-friendly alternative for student travel to and from college.

Daily services

- Student discount with a valid student ID
- Multiple service destinations

Holiday Express Services

- Non-stop round trip service
- Ticket sales on campus every week
- Departures for Thanksgiving, Winter, and Spring Breaks

For more information on local transportation or community offerings:

MANSFIELD CHAMBER OF COMMERCE
51B South Main Street, Mansfield PA 16933
570-662-3442
www.mansfield.org
SUSQUEHANNA BUS
www.susquehannabus.com
1-800-692-6314

Student Conduct

The mission of the student conduct program is to develop students and support the campus community through the application of a fair and equitable student conduct process for addressing violations of the Student Code of Conduct. Our goal is to promote student development by creating a supportive environment challenging to lifelong learning both in the classroom and beyond. We hope that we will be able to positively contribute to your education. The experiences and skills you acquire at Mansfield will benefit you the rest of your life.

THE STUDENT CODE OF CONDUCT:

The Student Code of Conduct is a guide to the standards of conduct required for a learning community in which members pursue their goals. This code provides much of the detailed behavioral guidelines students are responsible for knowing. The policies included in this book and published on Mansfield University's website supersede all previously published policies. Read the contents and become familiar with the information; students are responsible for knowing all of the material. The Code of Conduct can be located on the Mansfield University website and through the following link: www2.mansfield.edu/student-affairs/upload/Mansfield-University-Student-Code-of-Conduct-PDF-2.pdf

*The Office of Student Conduct and Police Services work together to ensure the safety and security of our students but are separate entities as a whole. Students who violate the Code of Conduct may also be subject to violations of Federal or State Laws.

Community Service

The mission of the Mansfield University Community Services component of the Student Life Division is to create partnerships between university students and the greater Mansfield community through service and involvement. The Office of Community Service will act as a hub of all community service that is completed by Mansfield University. The main purpose is to be a one-stop shop for students as well as community groups and members to be able to interact with one another as well as to illustrate potential projects both on and off-campus. In order to achieve our goal of being a liaison between the community and the students, we will be listing projects throughout the Mansfield and greater Tioga County area.

Frank Crofchick
327B Alumni Hall
570-662-4981
fcrofchi@mansfield.edu
mansfield.edu/community-service2

MANSFIELD LIFE

Places to Eat

*** Use your Mountie Money!**

Arby's

1672 S Main St., Mansfield, PA 16933
(570) 662-7626

Cast & Crew *

295 S Main St., Mansfield, PA 16933
(570) 662-0177

Chango's

21 N Main St., Mansfield, PA 16933
(570) 662-7633

Dunkin' Donuts

1442 S Main St., Mansfield, PA 16933
(570) 513-0777

Eddie's Restaurant

Covington Ct., Mansfield, PA 16933
(570) 662-2972

Gramma's Kitchen

1080 S Main St., Mansfield, PA 16933
(570) 662-2350



Gregory's

49 S Main St., Mansfield, PA 16933
(570) 662-3663

Hotties Off the Grill

Main St., Mansfield, PA 16933
(across from the Fire Hall)
(570) 404-1501

Hungry Monkey

54 S Main St., Mansfield, PA 16933
(570) 662-2010

KFC & Taco Bell

1320 S Main St., Mansfield, PA 16933
(570) 662-2558

Lamb's Creek Food & Spirits

200 Gateway Dr., Mansfield, PA 16933
(570) 662-3222

McDonald's

120 N Main St., Mansfield, PA 16933
(570) 662-2959

Mr. Stirfry

181 N Main St., Mansfield, PA 16933
(570) 662-7852

Night & Day Coffee Café *

2 N Main St., Mansfield, PA 16933
(570) 662-1143

Papa V's *

12 N Main St., Mansfield, PA 16933
(570) 662-2651

Perkins

96 Dorsett Heights, Mansfield, PA 16933
(570) 662-2546

Pizza Hut *

189 N Main St., Mansfield, PA 16933
(570) 662-7777

Pudgie's Pizza

1164 S Main St.,
Mansfield, PA 16933
(570) 662-1200

Pump N Pantry *

82 S Main St.,
Mansfield, PA 16933
(570) 662-2541

Sheetz *

85 W Wellsboro St.,
Mansfield, PA 16933
(570) 662-1300

Subway (Two Locations)

33 W Wellsboro St.,
Mansfield, PA 16933
(570) 662-0181

1169 S Main St.,
Mansfield, PA 16933
(570) 662-1115

Ten West Espresso Co

23 N Main St., #1 Mansfield, PA 16933
(570) 662-2979

The Wren's Nest

102 W Wellsboro St., Mansfield, PA 16933
(570) 662-1093

VFW

1208 S Main St., Mansfield, PA 16933
(570) 662-2436

Wendy's *

1580 S Main St., Mansfield, PA 16933
(570) 662-7511

West's Restaurant & Lounge

2850 S Main St., Mansfield, PA 16933
(570) 659-5341

Yorkholo Brewing Company

19 N Main St., Mansfield, PA 16933
(570) 662-0241

Places to Shop

Arnot Mall

3300 Chambers Rd., Horseheads, NY 14845
*Bus service available every Saturday

Auto Zone- *Auto parts*

1528 S Main St., Mansfield, PA 16933
(570) 662-2802

Bearly Enough- *Quilts, crafts, and gifts*

1 North Main St., Mansfield, PA 16933
570-662-3477

Beiter's Home Center- *Wide variety of furniture and appliances*

1442 S Main St., Mansfield, PA 16933
(570) 662-3276

BC Technologies- *Your source for parts, repairs and custom computers*

1 Queen St., Wellsboro, PA 16901
(570) 662-7990

Coopers' Sporting Goods- *Live*

*bait, boots, hunting clothing,
fishing equipment, and licenses*
15 W Wellsboro St.,
Mansfield, PA 16933
(570) 662-3429

CVS- *Prescriptions, convenience items, wellness, and beauty products*

197 N Main St.,
Mansfield, PA 16933
(570) 662-2615

Dollar General- *Assortment of popular brands at low everyday prices*

195 N Main St.,
Mansfield, PA 16933
(570) 662-3046

Lowes- *Wood, tools, appliances, and flooring*

2165 S Main St.,
Mansfield, PA 16933
(570) 662-1253



Lycoming Mall

300 Lycoming Mall Circle, Pennssdale, PA 17756
 (570) 546-6877
 • Bus service available every Tuesday

Marge's Corner on Country- *Collection of primitive and craft gifts and decor*

6 N Main St., Mansfield, PA 16933
 (570) 513-0621

My Neighbor's Closet- *New and gently used clothing, household items, movies, furniture, jewelry, and books*

382 S Main St., Mansfield, PA 16933
 (570) 513-0962

NAPA- *Auto parts*

811 S Main St., Mansfield, PA 16933
 (570) 662-2179

Peebles- *Brand name apparel, shoes, jewelry, handbags, beauty, gifts, accessories and more*

1436 S Main St., Mansfield, PA 16933
 (570) 662-7659

Sears- *Major appliances, consumer electronics, builders hardware*

173 N Main St., Mansfield, PA 16933
 (570) 662-1308

Titan Sports- *Sporting Goods*

230 Old Tioga St., Wellsboro, PA 16901
 (570) 724-8996

Tractor Supply- *Agricultural supplies, workwear, casual clothing, footwear, home and garden supplies, tools, fencing, animal care products, and vehicle accessories*

1430 S Main St., Mansfield, PA 16933
 (570) 662-1136

Walmart- *(Supercenter) Large selection of electronics, home furnishings, pharmacy, clothing, and grocery's*

1169 S Main St., Mansfield, PA 16933
 (570) 662-1115

Places to Worship

For more information contact:

Campus Ministry

112 Pinecrest
 Courtney Hull
 (570) 662-4431
chull@mansfield.edu

Places to Go

Arcadia Theatre

50 Main St., Wellsboro, PA 16901
 (570) 724-4957

Corning Museum of Glass

1 Museum Way, Corning, NY 14830
 (607)-937-5371

Deane Center for the Performing Arts

104 Main St., Wellsboro, PA 16901
 (570) 724-6220

First Arena

155 N Main St., Elmira, NY 14901
 (607) 734-7825

Hamilton-Gibson Productions**Community Performing Arts**

29 Water St., Wellsboro, PA 16901
 (570) 724-2079

Hills Creek State Park

111 Spillway Road, Wellsboro, PA 16901
 (570) 724-4246

Lambs Creek Hike & Bike Trail- *3.5 miles of blacktop trail*

North Main St., Mansfield, PA (Behind Sears Plaza)

Maple Lanes Bowling Alley

306 S Main St., Mansfield, PA 16933
 (570) 662-2721

Pennsylvania Grand Canyon Colton Point State Park

4797 Route 660, Wellsboro, PA 16901
 (570) 724-3061

Tioga-Hammond and Cowansque Lakes

710 Ives Run Lane, Tioga, PA 16946
 (570) 835-5281

Victoria Theatre

222 Main St., Blossburg PA, 16912
 (570) 638-3456

Area Information Resources

Mansfield Chamber of Commerce

51-B South Main St., Mansfield, PA 16933
 (570) 662-3442

Tioga County Visitors Bureau

2053 Route 660, Wellsboro, PA 16901
 (570) 724-0635

Wellsboro Area Chamber of Commerce

114 Main St., Wellsboro, PA 16901
 (570) 724-1926

On Campus Banking PSECU

Opened in 1934, we were founded by twenty-two ordinary people who made an extraordinary commitment to each other: To create a financial institution where pooled resources benefit all members.



Today we are a full-service credit union serving more than 400,000 members with over \$4 billion in assets. As a not-for-profit, our goal remains to help our members and their families achieve a better life. For more than a decade, we've been actively involved in encouraging students to BeYourChange®. To take ownership of financial choices, to be informed, and get involved. We want to provide the support and necessary resources needed to learn, succeed, and flourish when it comes to personal finances.

Right on campus, on the lower level of Manser Hall, we provide resources where you can open an account, use online banking, apply for our loan products, attend financial education workshops, and more. In addition, members have access to two surcharge-free ATMs – in Manser Hall and Alumni Hall.

For more information, call:

David Sikorski
 PSECU's Business Advisor
 570-662-8635
 or visit beyourchange.com

[illegible]



HEALTH SERVICES

Health Insurance

Mansfield University is pleased to provide the following information about our Student Injury and Sickness Insurance Plans. The insurance plan is offered through Consolidated Health Plans (CHP). The University strongly recommends that all students have appropriate accident and sickness insurance coverage prior to coming to Mansfield.

Medical care received at any facility other than the Campus Wellness Center, is the responsibility of the student. Therefore, acquiring health and accident insurance is crucial to meeting your expanded health care needs.

- The annual insurance plan can be purchased on-line at **www.chpstudent.com**
- You have the option to pay for the entire year or it may be purchased in smaller increments (fall, spring/summer or summer only) for decreased cost.
- Personalized identification cards will be issued to each student participating in the plan.



International students MUST:

- Enroll in this plan unless you can show proof of other comparable coverage. Health insurance is a mandatory requirement for all international students as directed by the United States Citizenship and Immigration Services, formerly INS.
- In addition, the optional catastrophic coverage is strongly suggested for everyone and is required for students with J-1 and F-1 visas who enroll.

*If you are not currently covered by an insurance plan or if you need more information, you may review the complete plan on-line at **www.chpstudent.com** or call CHP at (800) 633-7867.*

Wellness Center

EXCITING NEWS! Health care services for MU students are provided at our new on-campus Wellness Center located in Spruce Hall! The Wellness Center is staffed with a Family Nurse Practitioner (FNP), Licensed Practical Nurse (LPN) and an Administrative Assistant. If your question isn't answered here, contact the Wellness Center at **570-662-4350**. They can refer you to an off-campus service if needed. We have provided the answers to the most common answers below.

Who is eligible for services?

Comprehensive primary health care services are provided to registered full and part-time undergraduate and full-time graduate students while the university is in session.

This includes:

- Undergraduate: Full-time 12+ credits
- Part-time: 7-11 credits

You must present your current student ID card at your appointment for access to services. Also, it is very important for You and Your Family Physician to have completed the Health Evaluation Report medical questionnaire. Please return these to **Residence Life 120 Pinecrest!** This will provide medical staff with valuable medical history should you need treatment. Failure to submit the questionnaire could delay the most appropriate treatment when needed later.

What is meant by "Comprehensive Primary Health Services?"

Services covered by the health fee paid each semester are:

- Primary evaluation, diagnosis, prescription and treatment of common conditions
- Vision examinations (hearing exams can be done at the borough location)
- Some laboratory testing, including blood sugar, strep screen, urine dipstick among others are available
- Personal health counseling including dietary counseling, personal hygiene and family planning counseling (reproductive health education and appropriate referral)
- Athletic physicals
- Medications to treat an acute illness or injury, (antibiotics, antihistamines, anti-inflammatory, steroids, analgesic preparations, cough-cold preparations and Nebulized treatments)
- Some minor surgical procedures such as suture removal can be performed
- Allergy injections when students provide their own serum

What Services are charged to MU Students?

All ancillary testing and services will be billed directly to you.

These include:

- Outpatient x-rays can be ordered by the provider on campus, but are billed to the patient or their insurance through the facility where the x-ray is obtained.
- Sutures of minor lacerations may be done in our downtown office (or a local emergency room when appropriate).
- Medications for chronic and long-term illnesses.

- **Wellness Center hours are 8:00 am to 4:30 pm on Monday, Wednesday, Thursday, and 8:00 am to 4:00 pm on Tuesday and Friday.** A nurse is available during those times. Appointments can be made to see the Nurse Practitioner on **Monday, Wednesday, and Thursday** from 10:45 am to 4:15 pm, and on **Tuesday and Friday** from 8:00 am to 1:45 pm.
- For after-hours medical concerns, call 911 or the **Soldiers & Sailors Hospital Emergency Room** at 570-723-7764.

How do I make an appointment?

If you are ill, call the Wellness Center at **570-662-4350** to schedule an appointment.

If you need to be seen the day you call and there are no appointment vacancies, ask to speak to a nurse. The nurse will evaluate your symptoms and determine the appropriate course of action.

If you are unable to keep a scheduled appointment, please remember to call and cancel it. If you have emergency symptoms, you may be seen without an appointment. **Call first!**

Are Health Services provided when the University is NOT in session?

No.

Meningitis notice for On-Campus Housing Students

Students living on campus will be asked during Orientation and Fall Check-In to sign a Meningitis Vaccination Verification Form verifying that they have received the meningitis vaccine, will receive the vaccine within two week, or have a medical allergy or religious belief prohibiting immunization. If you have received the vaccination, please complete your Form appropriately and return it as directed.



POLICE SERVICES & SAFETY

The Mansfield University Police Services & Safety Department is available 24 hours a day/7 days a week to provide a safe environment for students, employees, and visitors.

The department is comprised of 9 commissioned officers that have all successfully completed the Pennsylvania Municipal Police Officers

Training Academy. All of the officers

also complete annual training to maintain their certification. It has been the tradition of the department to integrate fully into all aspects of campus life.

If you have any questions about the Mansfield University Police Services & Safety Department, please contact them at (570) 662-4900.

Parking

All parking areas on campus are reserved. Parking is authorized by permit only during reserved hours. Permit parking will be enforced from **7 am until 4 pm Monday through Friday**, unless otherwise posted by signs or declared by the Mansfield University Police Services & Safety Department. Parking permits can be purchased online at parking.mansfield.edu

Blue Light Phones

Blue Light Emergency Phones have been strategically located in key locations throughout the campus to serve the community. Pressing the **RED EMERGENCY** button on any of the phones will activate the Blue Strobe Light atop the phone and immediately connect the caller to the Tioga County 911 Emergency Services Communication Center. The exact location of the phone will be relayed to the Mansfield University Police Services & Safety Department when a call is received by the 911 Center, and a University Police Officer will be sent to the location of the activated phone.

Drug & Alcohol Policy

Mansfield University is dedicated to providing a safe learning environment that promotes wellness, academic and personal growth, and intellectual, ethical and aesthetic values. The University endeavors to provide a drug free campus community where the use of alcohol and other drugs does not interfere with the pursuit of knowledge and personal growth.

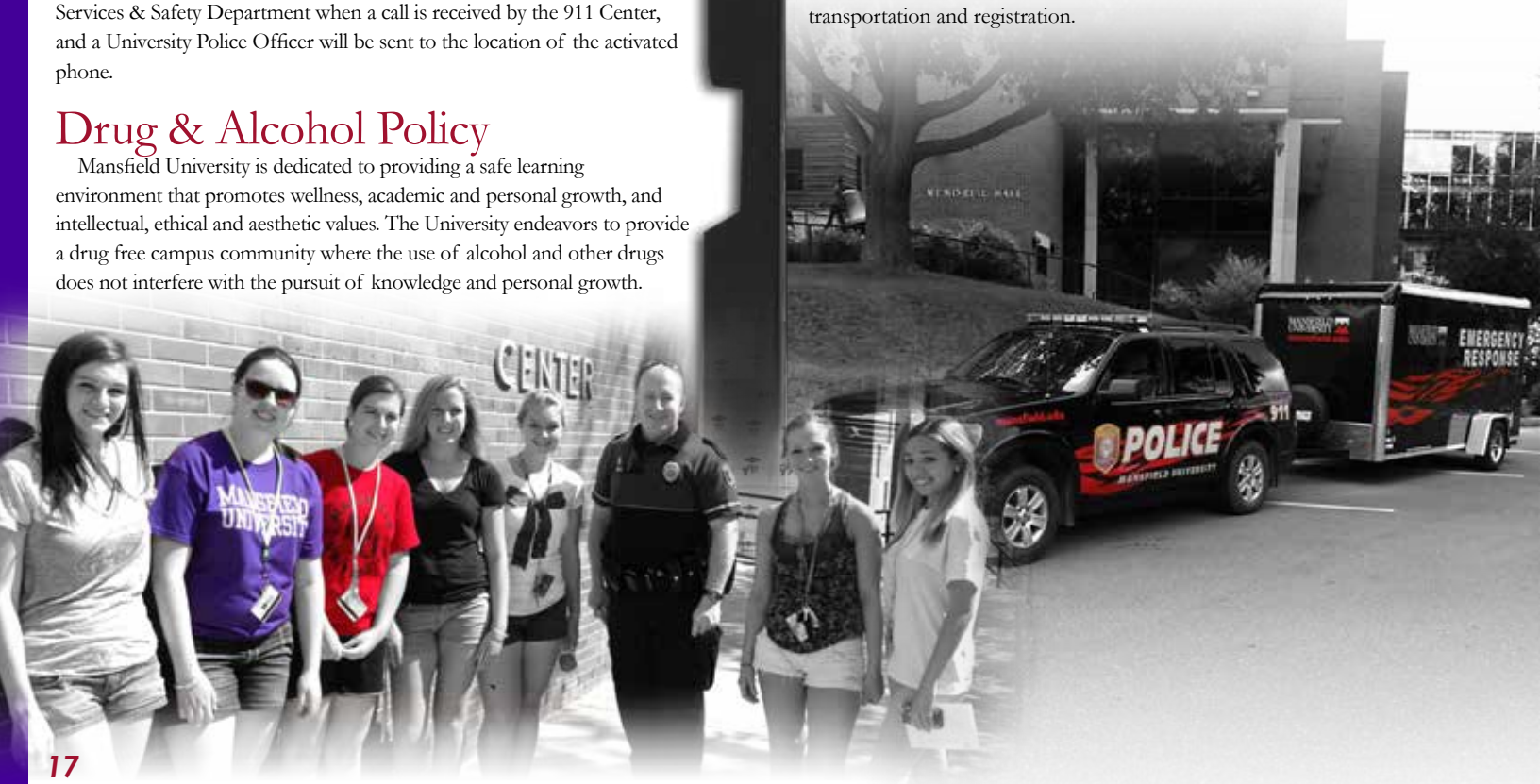
The possession, distribution, or use of alcohol and other drugs on the Mansfield University campus or at any university-sponsored activities is prohibited. Individuals violating this prohibition will face disciplinary sanctions, and/or arrest, and possible dismissal. University disciplinary actions will include an educational component to encourage the individual's acceptance of the responsibility for his/her own choices and behavior.

Mansfield University will proactively educate, create an environment that promotes and reinforces a healthy living model, and provide information to students, faculty and staff for the expressed purpose of preventing the abuse of alcohol and other drugs. The University will also provide counseling and referrals for students and staff with alcohol or other drug problems.

Weapons Registration

All firearms, bows, hunting knives, weapons, weapon "look-alikes" and ammunition must be registered with, and stored at, the Mansfield University Police Services & Safety Department. All ammunition must be in a locked ammunition box or be stored inside the locked weapons case. A Registration Form for identification of firearms, bows, hunting knives, and ammunition must be completed and kept in a log at the University Police Services & Safety Department along with an identifying number affixed to the weapon while in storage. Proof of ownership must be provided with the registration form. University Police Services & Safety will maintain a sign in/sign out log identifying exact date/times of firearm release/return. Firearms, bows, hunting knives, weapons, weapon "look-alikes" and ammunition may be checked out of the Mansfield University Police Services & Safety Department at any time with the proper identification (Driver's License or Student ID). Only hunting or target weapons and weapon "look-alikes" will be stored at the University Police Services & Safety Department. NO assault weapons of any kind will be accepted.

We ask that **EXTREME CAUTION** be exercised when transporting firearms, bows, hunting knives, weapons, weapon "look-alikes" and ammunition to and from the University Police Services & Safety Department. All firearms must be unloaded during transportation and registration.





ct.mansfield.edu/get-connected

GET CONNECTED

at Mansfield University through Campus Technologies!



1. Visit ct.mansfield.edu/get-connected

2. Find your Account Information

MyAccount – gateway to getting connected to your Mansfield University electronic accounts.

You will use three sets of numbers to gain access to your usernames and passwords for the accounts listed below.

- Seven-digit MU Student ID number
- Last four digits of your SS number
- Four digits of your birth year

Mounties Outlook Live Email – provided through Microsoft Live@EDU

WebAdvisor – web application used for checking your class schedule, registering for classes, paying your bill, and other processes.

My.Mansfield – is the campus intranet. You will be able to sign up for Mobile Alerts, use the housing module, enrollment confirmation, and many other features.

Desire2Learn – online learning tool used for all online classes, as well as any online assignments professors choose, to supplement classroom instruction.

3. Sign up for Alerts – get campus alerts to your landline and mobile phone.

4. Be Social – connect to social media.



For assistance, contact the **CAMPUS TECHNOLOGY HELPLINE**
570-662-4357
helpline@mansfield.edu



ONE CARD
Your Mountie ID Card

In addition to identifying your affiliation with Mansfield University, your card provides access to on- and off- campus services.

On-campus access to:

- Your Residence Hall
- The Kelchner Fitness Center
- The Dining Hall, Meal Plans, and Flex Dollars
- Access to North Hall Library Resources
- Mountie Money, which acts just like a debit card and never expires!

Off-campus services: (Your Mountie Money may be used at the following merchants.)



Use Mountie Money for:

- Postage
- Vending Machine Purchases
- Campus Events and Activities
- Campus Bookstore Purchases
- Printing and Copying on campus
- Parking Fines and Permit Payments

Money can be added at any time by cash, check, or credit card, at the CCSI office, PHIL station in Alumni Hall, or online through the One Card Web Portal. (*Flex money is part of your meal plan and is separate from Mountie Money. Flex funds expire every spring semester)

Use the One Card webportal to manage your One Card account online: make deposits, view statements, check balances, deactivate lost or stolen cards.
mansfield.edu/onecard/

For more information on **One Card**, contact
Alex Miller
onecard@mansfield.edu
570-662-4074

*Replacement cards can be issued by visiting CCSI, 2nd Floor Alumni Hall (*Fee may apply*)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



CAMPUS RESOURCES

TRiO

The goal of the TRiO SSS Program at Mansfield University is to increase persistence and graduation rates of eligible students and to foster an institutional climate supportive of the success of our students. The ultimate goal of TRiO programs is to help students persist in school in order to attain their bachelor's degree. TRiO works!!

- Services include: one-on-one advising, tutoring, peer mentoring, career counseling, graduate school planning, workshops for academic & personal growth, financial literacy programs, access to reference materials, and textbook and laptop loan programs.
- Apply today to be a part of the TRiO family: www.mansfield.edu/trio
- Location: 2nd Floor, Doane Center
- Contact: Ms. Annette Mase
- Email: amase@mansfield.edu
- Phone: 570-662-4368

Career Center

Our mission: to provide students and alumni with exceptional career development opportunities that cultivates leadership tools in preparation for effective, successful, and meaningful life-work.

- Visit us online at career.mansfield.edu
- Location: Alumni Hall, Ground Floor
- Contact: Nichole Lefelhoc
- Email: careers@mansfield.edu
- Phone: 570-662-4133

Academic Advising Center

The Academic Advising Center assists students in a variety of ways related to their academic work. The Center is responsible for the advising of Academic



Exploration Program (AEP)/undeclared, Liberal Studies, Qualifying Program (transfers) academic probationary, readmitted, and reinstated students. The Athletic Mentoring, and Minority Mentoring (SUPPORT) programs and the Academic Standards Review Boards (ASRB) are Academic Advising Center initiatives.

- Location: 148 South Hall
- Contact: Mrs. Mani Ramasamy
- Email: mramasamy@mansfield.edu
- Phone: 570-662-4824

Counseling Center

Help is available. Whatever your concern, we are here to assist you in finding a solution. If you feel you are getting nowhere or don't know where to turn, stop by and see a member of the counseling staff. Having someone who will listen to your concerns and offer advice can, in some instances, prevent a situation from developing into a crisis. ALL discussions will be kept completely confidential so feel free to talk about any and all concerns or issues you may have. Remember, everyone needs help sometimes!

- Location: 142 South Hall
- Contact: Laurie Buck
- Email: lbuck@mansfield.edu
- Phone: 570-662-4436

Campus Health Clinic/Wellness Center

Health Care Services for MU students are provided by personnel at our on-campus clinic located in Spruce Hall or during evening hours, at a clinic in Mansfield.

- Location: Spruce Hall
- Phone: 570-662-4350

Kelchner Fitness Center

We have Intramurals, Club Sports, Group Fitness, a Rock Wall, and LOTS of other programs and services, check us out!

- Location: Kelchner Fitness Center
- Contact: Amy Delozier
- Email: adelozier@mansfield.edu
- Phone: 570-662-4865

Learning Center

The Learning Center at Mansfield University provides helpful study strategies and tips on-line. We also hold a series of workshops to assist in enhancing your study skills and learning strategies. We provide peer tutors, writing center tutors and supplemental instruction study sessions. Each of these student support programs focus on course content as well as collaborative student learning processes that are designed to actively engage the learner.

- Location: 144 South Hall
- Contact: Laurie Buck
- Email: lbuck@mansfield.edu
- Phone: 570-662-4436

Police Services & Safety

The mission of our department is to work with our students and staff to keep the university a safe place to live and learn and work; to welcome visitors and ensure their stay is enjoyable; to protect life and property; and to reduce the opportunity for crimes to occur on campus. Parking permits are also distributed through this office.

- Open 24/7, 365 days a year
- For more information see the Health and Police Services tab.
- Location: Doane Center
- Contact: Officer on Duty at the Call Center
- Email: police@mansfield.edu
- Phone: 570-662-4900

Writing Center

Offers free tutorial sessions for all Mansfield University Students. Writing Center tutors do not proofread papers - they guide the process of writing. Tutors also assist writers in identifying patterns of errors.

- Location: 144 South Hall
- Contact: Laurie Buck
- Email: lbuck@mansfield.edu
- Phone: 570-662-4436

SUPPORT - Minority Mentoring

SUPPORT monitors the academic progress of racially/ethnically underrepresented students at Mansfield University. SUPPORT services include academic workshops, developmental academic advising, to include group and individual sessions, and appropriate referrals to other supportive services, e.g. counseling, tutoring, career services, and faculty office hours. Peer, faculty, and alumni mentors are also available, as a major component of the program. SUPPORT also offers an interactive, informational web site and a Minority Alumni Network. SUPPORT is designed to increase the likelihood for minority students to enjoy academic success, healthy personal growth and to help each student successfully navigate the academic systems that drive Mansfield University.

- Location: 147 South Hall
- Contact: Mr. Jason Roscoe
- Email: jroscoe@mansfield.edu
- Phone: 570-662-4692

Athletic Mentoring/ CHAMPS Life skills

The mission of the Athletic Mentoring and CHAMPS Life Skills Program is to support the successful academic transition, matriculation, and graduation of student-athletes. The Athletic Mentoring component monitors, and improves the academic standing and progress of student athletes. The CHAMPS/Life Skills component enhances and supports student-athletes' development in the areas of personal development, career planning, community service, and academic excellence.

- Location: 146 South Hall
- Contact: Mr. Christopher Cummings
- Email: ccumming@mansfield.edu
- Phone: 570-662-4824

Honors Program

Mansfield's Honors Program provides an opportunity for high achieving students to take part in a unique educational experience during their studies at Mansfield. The program includes a 22-credit curriculum that fits within most General Education and Degree program requirements.

- Location: 218 Allen Hall
- Contact: Dr. Lee Wright
- Email: lwright@mansfield.edu
- Phone: (570) 662-4787

Tutoring

The Learning Center in South Hall provides peer tutors, writing center tutors and supplemental instruction study sessions. Each of these student support programs focus on course content as well as collaborative student learning processes that are designed to actively engage the learner. Students can register for a tutoring session on-line.

- Visit us online at www.mansfield.edu/ahdev/
- Location: 144 South Hall
- Contact: Laurie Buck
- Email: lbuck@mansfield.edu
- Phone: 570-662-4436

United Campus Ministry

Campus ministry is a ministry of presence, serving students as they explore their faith, and supporting them as new ideas, new living experiences, new choices, and new horizons arise in their lives. They honor everyone's religious tradition and offer room for spiritual growth in that tradition.

The Prayer Room located in 114 Pinecrest is always open for students of all faiths, and has a little interfaith library.

- Location: 112 Pinecrest
- Contact: Courtney Hull
- Email: chull@mansfield.edu
- Phone: 570-662-4431

Women's Center

"A place where women and men can live in a climate of mutual respect, understanding, and equality, and where women are encouraged to reach their fullest potential." The Dr. Margaret Launius Women's Center at Mansfield University seeks to promote equity for women by addressing issues such as sex-role stereotyping, networking, self-defense, women's health, domestic violence, and sexual assault. The Women's Center is a space in which people work collaboratively to foster the educational, professional, and personal development of diverse groups of women. The Center provides education and support to all members of Mansfield University regarding gender issues, with the goal of promoting an inclusive and equitable campus community. All women and men (students, faculty, and staff) are welcome to use the Women's Center services and resources. The Center operates under the Department of Student Affairs and is staffed by a director, student work-study, and volunteers. The Women's Center works cooperatively with the Women's Studies Minor. Campus organizations, such as the Women's Studies Steering Committee and the Mansfield University Rape Educators and ConTacts, use the Center to hold meetings. You can participate in discussion groups, volunteer opportunities, films, lectures and workshops sponsored by the Women's Center which is located in 321 Alumni Hall. You can also have one to one conversations with the staff, get information about women's groups, and borrow books, videos, magazines, pamphlets and files for research and class projects.

- Location: Alumni Hall
- Contact: Alan Zellner
- Email: ezellner@mansfield.edu
- Phone: 570-662-4071

Student Registration and Financial Services

You will find assistance with financial aid, course registration and your student account. For your convenience, many of our services are available to you on-line.

- Visit us online: <http://esd.mansfield.edu>
- Location: 224 South Hall
- Email: studentservices@mansfield.edu
- Phone: 570-662-4411

TechConnect - Computer Assistance

For assistance in connecting to these services, contact our TechConnect Carry-In Center at (570)-662-5806 or by email at techconnect@mansfield.edu. If no one is available to answer your call, leave a voice mail including your name, phone number, room number, and the best time to be contacted. Your call will be returned by either the TechConnect Technician or the student covering your residence hall. If you receive a follow up call, you need to call the TechConnect technician with the requested information. Depending on the computer problem you are experiencing, you may be asked to bring your computer to the Carry-in Center for diagnosis.

- Location: 100-102 Pinecrest
- Email: techconnect@mansfield.edu
- Phone: 570-513-5806

CCSI - ID Card Services

Services: ID Issuance and Replacement, Club and Organization Accounting, and Administer and Enforce COF Policies & Procedures

- Location: 2nd floor Alumni Hall - Across from the Bookstore
- Contact: Nancy Nauman
- Email: nnauman@mansfield.edu
- Phone: 570-662-4929

North Hall Library

Mansfield University provides information resources both virtually and in the historic and elegant 19th century setting of North Hall. Our quality resources provide students access to information from around the world. Our Library is Wi-Fi enabled and most of our resources are accessible regardless of your physical location, whether you are in the Library, your dorm or apartment, or even a different country.

The Library is located on the first four floors of North Hall and has several special features to promote the efficient use of information in both printed and electronic forms. The Library has been designed to highlight traditional subject strengths, such as those for music and education, and also to provide immediate access to electronic information via extensive computer networking with over 80 PC's for public use and additional laptops available for use in the Library. If students need help using the resources housed in the Library, there are several service points; the most comprehensive one being the Information Desk on the second floor, north wing. The personnel who staff this area all highly trained professionals who will be able to help with how to use printed and electronic resources and will also provide advice on equipment problems. To put it simply, they can help you get what you need without wasting your valuable time.

Other more specialized service sites are:

- 1) The Circulation Desk in the entrance lobby includes the reserves collection, laptops, and other multimedia materials.

- 2) The Microfilms/Periodicals Desk is in the atrium on the third floor.

- 3) Printed brochures are available throughout the Library to provide answers to commonly-asked-questions about library resources and services.

- 4) Our Digital Editing Center provides state-of-the-art video creation and editing for a project or your resume.

- 5) The Mansfield University Archives, located in the Library, provide a glimpse into the past.

- 6) The Video News Library located on the 1st Floor is a great place to relax or watch one of the many television stations carrying the latest news from around the world.

Detailed information about the library's collections and services is available through the home page at lib.mansfield.edu as well as other important contact points, such as the Information Desk (Reference), Ask a Librarian, or libref@mansfield.edu.



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RESIDENCE LIFE & HOUSING

Welcome to Mansfield University Residence Life & Housing! We are very excited to welcome you to our community!

Residence Life & Housing is a self-supporting department that exists as an integral part of the educational program and academic support services of Mansfield University. Living accommodations and support services enhance the university mission for student retention, academic excellence and community involvement.

This is accomplished by organizing activities that address individual needs and interests, developing sound policies and procedures, administering residence hall disciplinary procedures, advocating for students and the training and direction of the residence hall staff. Housing professional staff, in conjunction with more than 35 student staff members, strive to ensure your residential experience is a memorable one.

We encourage you to utilize the information and resources available to enhance your residential living experience. Please feel free to contact us with any question you may have.

Housing Housing Services

Mansfield is a university on the move. Exciting growth and changes are happening around campus. The new student housing projects have added comfortable, air conditioned and attractive suite-style housing to students living on campus.

We know that having the right living arrangement will be an important part of your overall college experience. Four state-of-the-art, suite and semi-suite style residential buildings with private bathrooms provide more than 1,300 beds, with each building offering four to five different styles of living units. All buildings include the following:

- Individual bathrooms with spacious showers in each suite
- Microfridges provided in each suite (included in the room rate)
- Ample numbers of private room options
- Unit controlled air conditioning and heating
- Coed housing, every other unit (in most buildings)
- One-card security access and entry door camera coverage
- Carpeted bedroom and living areas
- Cable TV
- High-speed wired and wireless internet connectivity
- Suite options with living space ranging from 300 to 1070 square feet
- FREE Laundry facilities and trash disposal on each floor
- Group project area and study lounges on each floor
- Multipurpose recreation area and large-screen TV lounge in common area (also featuring technology for student and/or academic presentations in the living area)
- Game room for shooting pool, etc.
- Kitchen(s) in each hall
- Professional staff supported by Graduate Assistants and Resident Assistants living in the halls

Furnishings: All rooms are furnished with twin beds, twin (standard) mattresses, study desks, three-position desk chairs, dressers, closets, and overhead lighting. **Furniture should not be removed from the room.**

Thoughtful building design incorporates a living-learning opportunity, which promotes student academic success. Individual floors provide

group project rooms and study lounges that can be utilized by academic tutors, counselors, and study sessions for individual or team projects. Ground floor access to buildings' multipurpose rooms and kitchens affords abundant opportunity for lectures, performances, exhibits, or social functions.

Four suite and semi-suite style residential buildings are available: Oak, Hickory, Spruce, and Sycamore.

New Student Housing Procedure

Go first to My Accounts to get your log in and passwords (you can refer back to this site at any time to confirm your information). You will then log on to **My.Mansfield** using your Campus Services ID (including @mansfield.edu) and password. Then select the link for My Housing.



Apply for Housing

- Select the log in button under “**Apply Online**”
- Select **New Student** from the drop down box. Then click “**Next**.”
- The next page is the housing/dining agreement. Please read the agreement carefully so that you understand your obligations.
- After you have read the agreement, click “**I Agree**.” This creates your electronic signature on the binding agreement.
- The next page contains information regarding the housing deposit. Click “Continue with Application.”
- In the next step, you select your personal preferences. Click “**Continue to Payment Page**” when completed.
- Select if paying with e-check or credit card.
- Credit cards accepted are Master Card, American Express, and Discover.
- Credit cards are charged a 2.5% service charge
- There is no service charge on e-checks.
- Follow the steps carefully through the payment process.
- Print the confirmation page for your records.

Assignments will be made in mid-summer and an e-mail will be sent to your Mounties e-mail account in mid-July. Assignments are posted to My Housing Portal as soon as they are made. You can log on to this site to view your assignment, which includes room assignment, roommate name, and roommate contact information. However, please be aware that as we continue to make assignments, your assignment may change.

If at any time you have any questions regarding housing, please contact us at 570-662-4934 or email us at housing@mansfield.edu

What to Bring to College

This is a list of items that our students recommend. It is a good idea to coordinate with your roommate.

Room Supplies (highly recommended)

- Alarm Clock
- Co-axial Cable Wire (if bringing a TV)
- Head Phones
- Surge Protector
- Desk Lamp - (no halogen bulbs)
- Cups/Bowls/Plates/Napkins
- Plastic Silverware
- Food Storage Containers
- Dish Washing Liquid and Sponge

Personal / Health Items

- Toiletries
- Twin Sheets (36 x 80)
- Pillow & Blankets
- Towels
- First-Aid Kit
- Medical Insurance Information
- Vitamins
- Prescription Medications

Room Supplies (optional)

- Hair Dryer
- Iron
- Television
- Table Top Ironing Board

Laundry Supplies

- Detergent & Fabric Softener
- Laundry Bag/Basket
- Clothes Hangers/Drying Rack

Desk & Study Supplies

- Calendar
- Computer
- Pens & Pencils/Highlighters
- Notebooks/Binders
- Stapler & Staples
- Thumb Drives
- Stamps & Envelopes
- White-Out/Paper Clips

What to Leave at Home

Living with many people in a small space means that certain luxuries are not permitted to ensure the safety of all residents. Based on years of operating college residence halls, obvious safety interests and yearly input from students, the following items should NOT be brought to campus:

- | | | |
|---|---------------------------------|---|
| • Electric Space Heater | • Electric Frying Pan | • Paintball/Airsoft Markers |
| • Halogen Lamp | • Microwave Oven | • Hazardous Chemicals
(Gasoline, etc.) |
| • Sun Lamp | • Waterbed | • Alcohol |
| • Toaster/Toaster Oven | • Bed Loft materials | • Decorative Alcohol Containers |
| • Hotplate | • Free Weights | • Drugs/Drug Paraphernalia |
| • George Foreman Grills | • Dart Board/Darts | • Air Conditioner |
| • Candles or Candle Warmers | • Horseshoes | • Fireworks or Explosives |
| • Incense/Incense Burners | • Fire Arms | |
| • Pets (Except for fish -
10 gallon tanks) | • Knives, or Any Weapon | |
| | • BB Guns & Weapon "look alike" | |

Mail Call

To avoid delays in getting your mail, have family, friends, fan clubs and other correspondents address letters as follows:

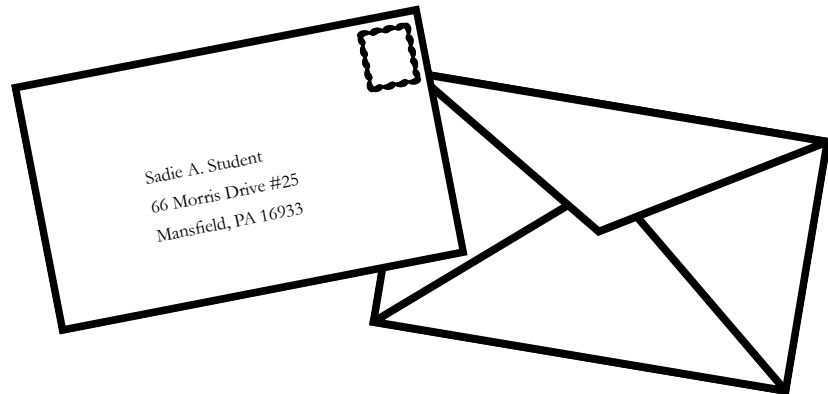
Sadie A. Student
STREET ADDRESS # (See below)
Mansfield, PA 16933-1623

Street addresses for the halls are as follows:

- *Sycamore* -- 50 Morris Drive
- *Oak* -- 64 Morris Drive
- *Hickory* -- 66 Morris Drive
- *Spruce* -- 125 Clinton Street

So, if you live in Hickory, and your box number is 25, your address is:

Sadie A. Student
66 Morris Drive #25
Mansfield, PA 16933



Packages received from the US Postal Service and all other carriers will be delivered to Mail Services in the Pinecrest Lobby. Once the package is logged, you will receive an email notification letting you know you have a package. You may pick up packages in Pinecrest between the hours of 8 am until 4 pm, Monday through Friday.

If you are in need of sending a letter or package, you can use do so via Mail Services in Pinecrest during the same business hours. Mail Services is a full service Post Office, except they do not sell money orders. For same day mailing, mail and packages should be received in Pinecrest by 2 pm.

Want to be a Residence Hall Leader?

Living in residence halls on campus offers a variety of opportunities for student leadership. Every student is welcome to attend meetings and events sponsored by the Residence Hall Association, whose meetings include time to make suggestions about housing and dining on campus.

RHA is also responsible for planning large entertainment based activities/programs for campus and sponsors trips to other universities to share ideas and resources.

Upper class students should also consider applying for a Resident Assistant position. RAs are upper class students who live on residential floors and assist students with daily problems and concerns, plan social and educational activities/programs, and support the professional residence life staff.

Dining

Welcome to the Dining Information section. Here you will find information about the campus meal plans and learn what options you have. Also, please visit Mansfield University's Dining web page at: www.mansfielddining.com/ where you will find useful information that is pertinent to new students.



Off-Campus and Commuters Only

- 75 block per semester +\$200 flex – 1 meal per zone up to 4 per day
- Flex only – to open initial account \$50.00 and add in increments of \$25.00 anytime during the semester

Do you have a special diet or food allergy?

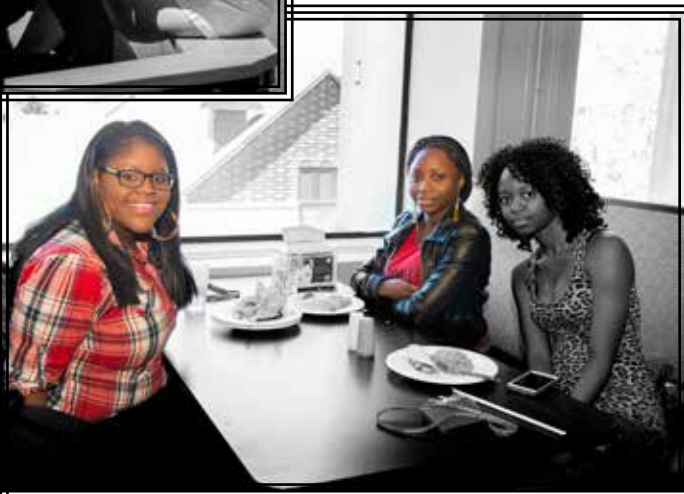
No problem! Vegetarian, vegan and gluten free options are served daily in the main dining hall as well as in several other dining locations on campus.

Our dining program can accommodate your special dietary

requirements. We can also navigate your dining options if you have an allergen. For more information, please contact our Executive Chef Michael Krefski at 570.662.4925 or email Michael.krefski@sodexo.com

Having Trouble Selecting a Meal Plan?

Try considering your daily routine. Do you eat three meals a day? Will your class



Selecting a Meal Plan

You will select your meal plan when you sign up for on-campus housing or you can contact Residence Life & Housing in 120 Pinecrest at 570-662-4934 or at housing@mansfield.edu.

In order to meet your campus dining needs, the following meal plans are offered:

- 19 meals per week +\$200 flex – 1 meal per zone up to 3 per day
- 14 meals per week +\$200 flex – 1 meal per zone up to 3 per day
- 10 meals per week +\$200 flex – 1 meal per zone up to 3 per day
- 175 block per semester +\$200 flex – 1 meal per zone up to 4 per day

Block usage is defined as (1) meal per meal zone. Zones are defined as Breakfast, Lunch, Dinner and Late Night Monday through Friday. Saturday and Sunday there are 2 zones Brunch and Dinner for a total of 24 per week.

schedule, studying, extracurricular activities and social events interfere with dining?

Will you miss dinner due to employment or evening classes?

Anticipating the answers to these questions can help you select a meal plan that best fits your lifestyle.

There are a variety of places to eat on campus! For more information about each location just visit the Mansfield University's Dining web page at: www.mansfielddining.com/.

Send Your Student Something Special

Dining Services' professional bakeshop will prepare delicious cakes and other bakery delights for your student. The Bake Shoppe at Mansfield University offers you the opportunity to send an encouraging word, a happy birthday wish, a stress reliever during exams, or simply an "I miss you."

Order that special someone something from the Bake Shoppe TODAY! For more information about placing an order just visit the Mansfield University's Dining web page at: www.mansfielddining.com

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STUDENT REGISTRATION AND FINANCIAL SERVICES

Mission

The Student Registration and Financial Services Department (Student Services) is dedicated to delivering centralized and knowledgeable service and assistance to students, staff, faculty, and alumni. The Student Services staff strives to uphold Mansfield University's tradition of excellence in customer service offering academic and financial support.

Directory

<http://esd.mansfield.edu>

224 South Hall

570-662-4411

studentservices@mansfield.edu

Federal school code: 003324

Academic Resources

- Registration information
- Policies
- Forms
- Transcript requests
- General education classes per catalog year

Financial Resources

- Eligibility - Complete the FAFSA at www.fafsa.gov
- Types of aid
- Loans and grants
- Scholarship information
- Summer financial aid
- Forms and publications
- Rights and responsibilities
- Glossary of terms
- Loan counseling
- Veterans educational benefits
- Work study programs
- Payments and credits
- Bookstore voucher/emergency cash advance request form and refund procedures
- Tuition and fees
- Billing information
- Understanding your WebAdvisor bill
- FAQ's

Watch the campus calendar for critical due dates!

UNDERSTANDING YOUR FINANCIAL AID AWARD LETTER

What is the difference between a scholarship, grant and loan?

Scholarships and grants are considered “gift aid” and do not need to be repaid. Loans do need to be repaid and should be considered as serious commitments.

What is a Federal Pell Grant?

This federal grant is available to students who have demonstrated the highest calculated need. The maximum Pell Grant for 2013-2014 was \$5,645. The Expected Family Contribution (EFC) is calculated from the FAFSA and determines the Pell Grant.

What is SEOG?

SEOG stands for Supplemental Educational Opportunity Grant and is a federal grant awarded to students that have received the Federal Pell Grant. This award will normally range between \$300 and \$600.

What is a Federal Perkins Loan?

This is a low interest (5%) loan for students demonstrating financial need. This award will normally range between \$500 and \$1,200 per year. This loan is interest free while attending school and repayment begins 9 months after enrollment ceases. If you are a first-time borrower, the Perkins Loan Office at Mansfield University will send you a letter with instructions on how to sign your promissory note.

What is a Pennsylvania State Grant?

Pennsylvania State Grants (PHEAA Grants) are estimated to range between \$200 and \$3700 for the 2013-14 academic year. This program allows eligible Pennsylvania residents to obtain financial assistance for undergraduate study. The FAFSA serves as the program’s application and must be received by May 1st. Secondary paperwork from the state is also required following the FAFSA to complete the application.

What are the eligibility requirements for a PHEAA Grant?

- You must be enrolled on at least a half time basis. (6 or more credits at Mansfield University)
- Meet the requirement for financial need according to the FAFSA
- Be a high school graduate or the recipient of a GED
- Demonstrate academic progress (for continued aid)
- Meet Pennsylvania domicile requirements

What is Federal Work Study?

This award provides employment opportunities, funded through the federal government, in various campus offices. The award amount listed is the maximum you are permitted to earn; however it is not a guarantee that you will actually earn that amount and students are not guaranteed a job. Federal Work Study awards are offered to students with financial need. If no amount is listed, a student may still work under student employment funded through the University. Students are paid the state minimum wage and are paid bi-weekly based on the number of hours worked. On average, students work approximately 6 hours per week during the academic year. It is important to note that work study wages are paid directly to the student and are not credited toward University charges. Students should contact Student Registration and Financial Services for available work study positions.

What is a Federal Direct Loan (subsidized and unsubsidized)?

These are low-interest, long term loans available for students’ education expenses. The student is the borrower of the loan and is responsible for repayment. Loan repayment begins six months after graduation or after the student is no longer enrolled at least half-time. The interest rates on Federal Direct Subsidized Loans is 3.86% for loans disbursed on or after 7/1/13. The interest rates on Federal Direct Unsubsidized loans is fixed at 3.86%. The Federal Direct Loan may be subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. Students who qualify for a subsidized loan will not be charged interest before they begin repayment or during authorized periods of deferment. Unsubsidized loans are not awarded based on need. The student is responsible for the interest on the loan from the time the loan is disbursed until it is paid in full.

What are the Federal Direct Student Loan limits?

There are limits as to how much a student can borrow each academic year. Please refer to the following chart:

Year in School Base	Subsidized	Unsubsidized	Additional Unsubsidized
Freshmen 0-29 Credits	\$3,500	\$2,000	\$4,000
Sophomore 30-59 Credits	\$4,500	\$2,000	\$4,000
Junior 60-89 Credits	\$5,500	\$2,000	\$5,000
Senior 90+ Credits	\$5,500	\$2,000	\$5,000

*A dependent student is only eligible for the additional unsubsidized loan if one of his/her parents is denied a PLUS Loan.

What is a PLUS Loan?

PLUS (Parent Loan for Undergraduate Students) loans are for the parents of a dependent student who is enrolled at least half time in a degree program. Parents may borrow up to the student's cost of attendance, minus any other financial aid.

How do I apply for a Direct Student Loan?

For first-time borrowers:

1. Complete your online Direct Loan Entrance Counseling session by visiting the Department of Education Loan Counseling site at **www.StudentLoans.gov** and selecting "Entrance and Exit Counseling" on the top of the page.
2. Please sign your Electronic Master Promissory Note (eMPN) by logging onto **www.StudentLoans.gov** and following the steps outlined. Renewal Direct Loan borrowers do not need to complete a new promissory note.

How do we apply for a PLUS loan?

If approved a parent would need to apply online at **www.StudentLoans.gov**.

Parents need to complete one eMPN for your PLUS Loan(s) while your dependent student is attending Mansfield University. Thereafter, you will only need to supply the amount you want to borrow each year and successfully complete the credit check process.

What is a Private Educational Loan?

Also known as "Alternative Loans," these are additional non-need based loan programs offered by a variety of private lenders. Repayment terms and eligibility requirements vary widely. They are subject to credit approval from the lender. You may access a number of these private loans at **www.elmselect.com**.*

** (A majority of student applicants will need to apply with a cosigner.)*

OK, now I understand my financial aid award letter but how do I estimate my "out-of-pocket" expenses?

Use the following worksheet to estimate the amount that you will owe for the 2014-2015 academic year. The actual 2014-2015 charges will not be available until July but the chart below shows estimated costs.

The following estimates are from the 2013-2014 year

HOW TO ESTIMATE WHAT YOU WILL OWE:

A. ESTIMATED EXPENSES

	PA Resident	Good Neighbor	Non-PA Resident
Tuition/Fees (full-time)	\$9,192	\$13,688	\$19,316
Room (Suite B)/Meals (14 meals)	\$10,276	\$10,276	\$10,276
Estimated Total Expenses	\$19,468	\$23,964	\$29,592

* Room with meal charges will vary depending on housing and meal plan selections

B. FINANCIAL AID *(see your award letter)*

Federal Pell Grant	\$ _____
PA State Grant	\$ _____
Federal SEOG Grant	\$ _____
Federal Perkins Loan	\$ _____
Federal Direct Loan	\$ _____
Federal PLUS Loan	\$ _____
MU Academic Scholarship	\$ _____
Other Aid	\$ _____
Total Aid	\$ _____

Total Expenses *(Section A above)* \$ _____

Minus your Total Aid *(Section B above)* \$ _____

Estimate your out-of-pocket expenses \$ _____

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PARENTS AND GUARDIANS

As a parent of a Mansfield University student, you are part of a wonderful family. Having a son or daughter go away to college for the first time can be a big transition for both student and parents. The faculty and staff here at Mansfield University work hard to make sure your son or daughter has a wonderful and productive experience, and we invite parents to become involved with campus life.

A Guide

As your students begin their college careers at Mansfield University, we are eager to join you in providing support and direction.

The purpose of this guide is to make available some information, resources, and perspectives that should make students' transitions easier and more successful for everyone concerned.

Your student is beginning college which is a transition for both parents and students. As a parent, you have seen your son or daughter every day; you know their teachers, their friends, where they are going and when they come home. You have seen their grades each marking period, you know their class schedule, and you feel comfortable going to their school. A new chapter begins when your child comes to college. For many, this means the student will be moving out of the house and out of daily contact. For those who are commuting from home, there is still a change.

All of us at Mansfield University pledge to support you and your student as you move through this exciting time of your lives. We hope the information in this workbook is helpful not only in your efforts to support your student but also in addressing some of your needs.

Our student orientation leaders (Mountie Ambassadors) are also available to you should you have any questions or concerns that you'd like to discuss with someone. If they don't know the answer, they'll refer you to someone who does.

How can you help?

You can support your student by helping them complete their assigned tasks on time. See the New Student Checklist for the tasks the student is responsible for completing.

Resources (*see the campus resource tab*)

Facebook - We encourage parents to stay connected to the campus through our parents Facebook page;
www.facebook.com/MansfieldUniversityParentsAssociation

Residence Life and Housing - Residence Life has developed a comprehensive collection of information about how parents can assist students with their transition, including what residential students should and shouldn't bring when they move in, information about the conduct system, how to handle roommate conflicts, and more. Our dining center also provides services so parents can provide students with a party pack or a gift pack. For more information call 570-662-4328.

Mansfield University Calendar - Check out the MU calendar at <http://cal.mansfield.edu> for upcoming academic dates, concerts, music performances, athletic events, programming, and all other campus activities.

Student Support and Services - The University offers a variety of resources to ensure that our students have the tools they need to be successful. Please see the Campus Resources section for information on the variety of resources that are available for students.

Health and Safety on Campus

The health and safety of our students is of paramount importance to all of us. Mansfield takes pride in the fact that this year we were voted the safest college in Pennsylvania.

If your student feels ill, they should call or go to the Campus Health Clinic in Spruce Hall. If it is during the weekend, they can go to the emergency room. If your student needs to miss class due to illness, they need to let their faculty member know, in advance if possible, that they're missing class due to illness. The faculty member will work with the student based on their attendance policy (usually found in the course syllabus) and the number of any previous absences. Many professors permit a certain number of absences before any penalty is applied to the student's grade or status in the class. Some students jeopardize their standing in the class by missing the allowable number of classes and then needing to miss a class due to illness. If you can, help your student to understand that the allowable absences should be saved until they're really needed.

If you have a family emergency and need to make contact with your student, you can contact the office of Campus Police at 570-662-4900, and they will assist in locating your student and having them make contact with you.

Students may also encounter a variety of personal challenges and can experience differing levels of stress. The Counseling Center at MU offers a variety of short-term, emotional health services to support students. If your student contacts the counseling center, they will meet with a counselor to determine what resources best match your student's concern. These may include personal counseling with a professionally-trained counselor, group counseling, or referral to other offices on campus. If appropriate, students will be referred to outside clinics or therapists in the community to address a specific issue. Because our psychiatric services are very limited, we encourage students to see a doctor at home to get psychotropic medications and to have those medications monitored by their home doctor.

Many key offices work together to keep the campus as safe as possible and to support our students and all other members of our community in taking the reasonable steps necessary in order to achieve a safe campus.

Student Rights and Responsibilities

All students have certain rights and responsibilities, which are explicitly outlined in our code of conduct and our alcohol and drug policy.

The Family Educational Rights and Privacy Act (FERPA) - A federal law designed to protect the privacy of a student's educational records. It applies to schools receiving funds through the U.S. Department of Education. Once a student enters college or turns 18 years old, parental rights under FERPA transfer to the student. Information from their student record is typically not shared unless he gives written permission or it's a special case, such as a health or safety emergency.

During New Student Orientation, students will be given an opportunity to give written permission to allow parents access to educational records. The release of FERPA form will be signed at Orientation if the student wishes to do so. Any changes the student wishes to make following orientation can be made in person at the Student Registration and Financial Services, 224 South Hall.

Student Code of Conduct - Please be aware that your student must follow the Student Code of Conduct as set forth in the Mansfield University Student Code of Conduct. The Code of Conduct can be located on the Mansfield University website and through the following link: www2.mansfield.edu/student-affairs/upload/Mansfield-University-Student-Code-of-Conduct-PDF-2.pdf

**The Office of Student Conduct and Police Services work together to ensure the safety and security of our students but are separate entities as a whole. Students who violate the code of conduct may also be subject to violations of Federal or State Laws.*

Jobs and Banking

Work Study - Many students at Mansfield University utilize our work study programs. For more information about our work study programs and how to apply, please visit <http://esd.mansfield.edu/financial-services/work-study.cfm>

On-Campus Banking - Mansfield University offers a branch of PSECU (Pennsylvania State Employee's Credit Union) on campus for students. For more information call 570-662-8635 or visit beyourcharge.com. There are also several banks within walking distance of the college if the student is interested in other options.

Parent FAQ

Does MU's Campus Safety provide safety escorts?

In addition to our shuttle service, our campus police are always willing to accommodate students' needs. If at any time students feel uncomfortable walking on campus, the campus police would be happy to drive students to their destination.

I understand I can't see my student's grades without having my student sign a form - how can this be when I'm the one paying the bills?

Under the Family Educational Rights and Privacy Act, students are entitled to that privacy. However, you can encourage your student to sign their release of FERPA form at New Student Orientation to allow their parents and guardians that access.

Will offices be open on move-in day?

All of our offices will be open on Move-in day to answer any questions you might have and ensure that your transition is as smooth as possible.

Can first year students have cars on campus?

First year students are welcome to have a car on campus. Students who are interested in having a car should visit www2.mansfield.edu/police/parking/registration-of-vehicles.cfm for information about registering vehicles.

When is Family Weekend?

This event takes place in the fall during the month of September, please keep on the lookout for more information. www.mansfield.edu/family-weekend

How can my students get information about transferring credits they earned at another institution?

Please contact Amy Smith at asmith@mansfield.edu or 570-662-4204. She can assist incoming students with transferring credits from another institution.



Student Success: Tips for Parents and Families



To assist your student in learning self-sufficiency, try to resist the temptation to do everything for him or her.

Instead, encourage your student to talk with an academic advisor, call the professor, find a tutor, talk with the RA regarding a roommate problem, or visit the offices which provide the services needed.

Remember that every student is unique.

Your first-born student may have gotten straight "As" at a college which was more or less competitive than Mansfield. Or a student who previously attended Mansfield may have had better time management skills or personal discipline to get good grades. Siblings may need different kinds of assistance academically, emotionally, and in other ways. Although parental comparisons are meant to motivate, for many students they are seen as denials of their individuality and symbols of their failures. The bravado and independence of students often cover up tremendous needs for encouragement and validation.

Many students are convinced that if they get in trouble, get bad grades, or change their career goals that "my parents will be so disappointed."

Students often agonize over decisions, problems, and crises on their own because they are afraid to tell their parents. In almost every case, the student needs parental guidance and support to best resolve the situation. After the fact, almost every student finds that mom or dad came through after the initial disappointment or anger. It is very important to tell your student that you are there for him or her, no matter what happens.

Realize that you have a tremendous impact on your student.

Mansfield students are responsible young adults who worry about and feel responsible for helping their families. Your student will feel the impact of family arguments, financial setbacks, serious illness in the family, and problems of younger siblings. When there is a family crisis, keep your student on academic track if at all possible.

Realize that not all students are ready to be in college at the age of 18.

Likewise, some who were ready at 18 may change their minds at 20. Rarely is a student successful academically and personally if he or she does not want to be in school. Students may need time to sort out goals, to grow up, to try other avenues, or to regain motivation. To be in college because "all my friends are" or "my parents wanted me to come" is not a good beginning for success. If your student needs to take a semester to a year off, encourage him or her to contact Enrollment Services for advice on procedures, feasibility of the idea, and alternative options for the time away.

Realize that there are times when the college will have to take action concerning a student's behavior.

Standards of conduct, academic standards, and regulations are set up for community welfare, as well as for each individual student situation. Mansfield must balance the student's situation against community standards when making exceptions in order to be fair to both the college community and the individual student. Exceptions may be made only for extremely extenuating circumstances. If a student's behavior has caused sanctions, parents should consider the student's responsibility for the situation.

You are very important in your student's growth process and success in college.

If possible, attend student athletic events, concerts, or other events in which your child participates. Help your student make major decisions by reviewing the pros and cons of options rather than making the decision yourself. Work with your student to balance independence and dependence. Keep the lines of communication open so the college experience is enjoyable for both of you.



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THE MU ALUMNI ASSOCIATION

What does “alumni” mean?

Alumni is the plural form of alumnus - a graduate of a school, college, or university. When you graduate from Mansfield University, you will become a member of the MU Alumni Association!

The origin of the Alumni Association can be traced back to 1871. Today, the Alumni Association has more than 29,000 members worldwide and is led by a volunteer advisory board of 18 members. MU alumni live in all 50 states and 52 international countries.

The Mission of the Alumni Association is to support and advance Mansfield University’s mission and initiatives by providing and promoting programs and services to alumni, students and friends to establish, grow, and maintain their interest, involvement, enjoyment, loyalty and support.

Mansfield alumni show their loyalty and support to the university in many ways, most notably by volunteering their time and services and through financial contributions that fund scholarships to help current and future students realize their dream of a college education. In addition, the MU Alumni Association extends a warm welcome to incoming students by providing a protective holder for your One Card.

Your involvement with Mansfield doesn’t end when you complete your studies, but is continued throughout the rest of your life. The office of Alumni Relations is actively involved in overseeing alumni-related programs and events and helping alumni maintain connections with the university and each other. Alumni are encouraged to enjoy their status as an alumnus of Mansfield, and are invited to take advantage of the many privileges available. Benefits include special group discounts on insurance and travel programs, Mansfield University license plate (available to Pennsylvania residents), MU email for life, career services and access to the MU Alumni & Friends online community where you will be able to stay up-to-date on campus and alumni news and stay in touch with your classmates and friends!

The MU Alumni Association also sponsors The Student Alumni Ambassadors (SAA), a leadership organization that is service-focused and actively involved in providing a vital link between the graduates of Mansfield University, the current students, campus life and the community. SAAs are goodwill ambassadors to the University and serve as hosts for special campus and regional events such as Homecoming, Commencement and Alumni Weekend. They are involved with programs that affect the entire University community, including faculty, staff, students, alumni and friends.

Open nominations for SAA take place during the first half of the fall semester. Any enrolled freshman, sophomore or junior with a cumulative GPA of at least 2.8 is eligible to be nominated.



The Alumni Relations office is located on the ground floor of Alumni Hall.

570-662-4390

alumni2@mansfield.edu

alumni.mansfield.edu

“Preserving Our Past – Promoting Our Future”



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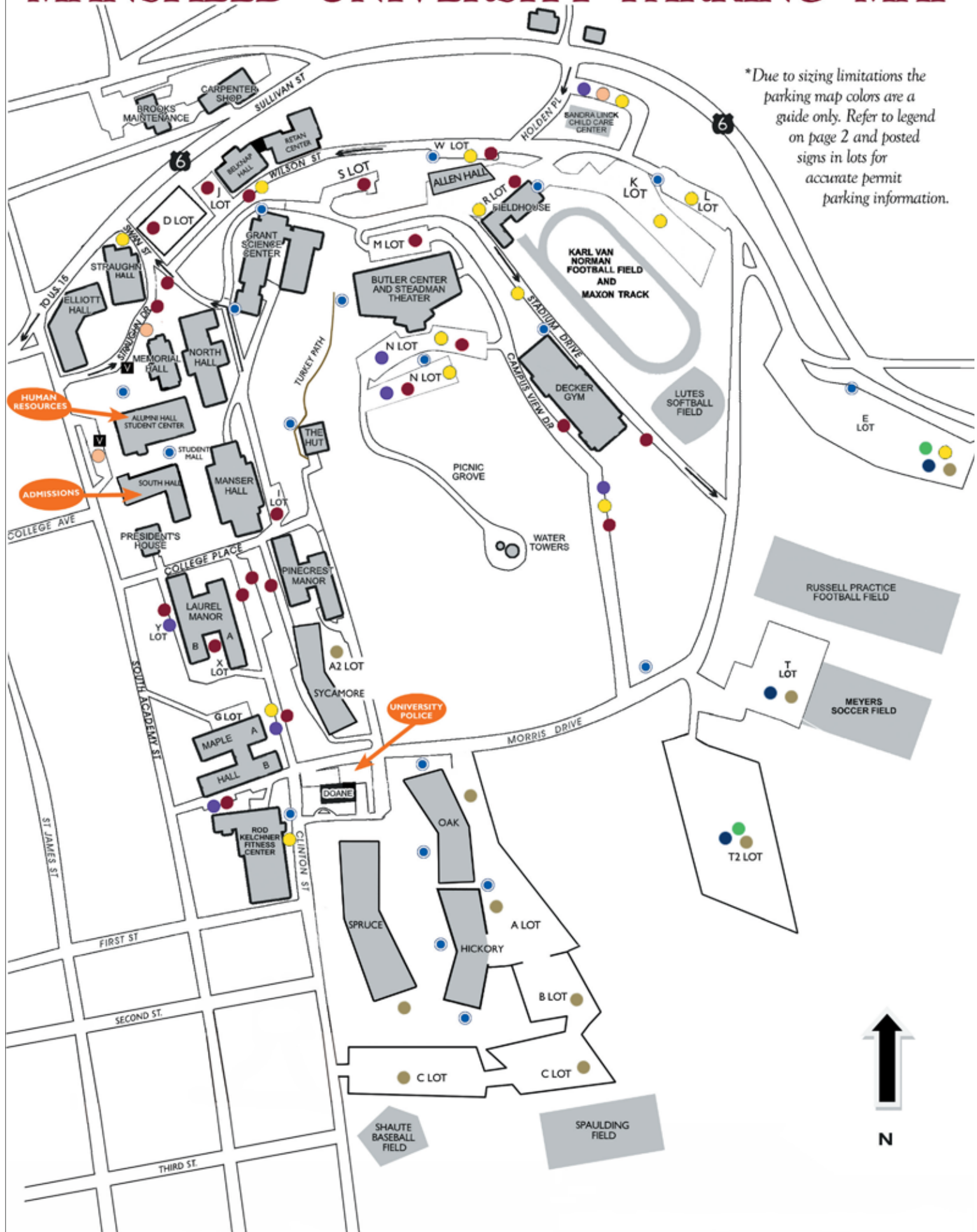


NEW STUDENT CHECKLIST


- ☐ **1. FINALIZE YOUR FINANCIAL AID**
 - ☐ If you have not already done so, please complete the FAFSA as soon as possible by visiting fafsa.ed.gov
 - Mansfield University's Federal School Code: 003324
 - Financial aid award packages will be processed in the order they are received
 - ☐ Sign your promissory note and entrance counseling- Go to www.studentloans.gov to sign!
- ☐ **2. PROVIDE OFFICIAL ACADEMIC CREDENTIALS TO THE OFFICE OF ADMISSIONS**
 - ☐ Provide final, official high school transcript(s) and AP/IB test scores (if applicable)
 - ☐ Provide final, official college transcript(s), if applicable (freshmen with college credit must also do this)
- ☐ **3. SET UP YOUR MANSFIELD UNIVERSITY EMAIL and MY.MANSFIELD ACCOUNTS**
 - ☐ Visit info.mansfield.edu/myaccount/ to access your Mounties accounts.
 - For initial access, utilize your Mansfield University Student Identification Number.
 - This includes account access to; email, WebAdvisor, D2L, MyMansfield, and much more.
- ☐ **4. HEALTH FORM**
 - STUDENT HEALTH AND IMMUNIZATION RECORDS: Please submit your completed health evaluation form at orientation, or prior to the start of classes. All Health Science students (Nursing, Nutrition, Respiratory Therapy, and Radiology Technology) are required to complete additional health forms that are available by visiting admissions.mansfield.edu/more/new-student-information
 - Visit mansfield.edu/residence-life to obtain the health evaluation form.
- ☐ **5. COMPLETE YOUR EDUCATION CLEARANCES (FOR EDUCATION MAJORS ONLY)**
 - For more information visit: www2.mansfield.edu/teacher/initial-clearance-instructions.cfm
- ☐ **6. CONFIRM YOUR HOUSING and DINING PLANS**
 - All new students are required to advise the Office of Residence Life of their housing intentions, whether you plan to live on or off campus.
 - Please visit mansfield.edu/residence-life/ for more information. The online housing registration process will be available beginning March 1st and is available on your My.Mansfield account under MyHousing. Living on campus whether you are required to or not and whether or not you are requesting(or in need of) an ADA compliant room. Housing assignments (residence hall and roommate assignments) will be sent to students prior to move-in dates. Assignment preferences (i.e. residence hall) are honored on a first-come, first-serve basis.
- ☐ **7. ORDER YOUR MANSFIELD UNIVERSITY PARKING PERMIT**
 - ☐ Order your parking permit by visiting parking.mansfield.edu/login.php
 - All permits must be ordered on-line.
 - Parking regulations can be found here www2.mansfield.edu/police/parking/parking-regulations.cfm.
- ☐ **8. PURCHASE YOUR BOOKS - VISIT THE MANSFIELD UNIVERSITY BOOKSTORE**
 - Visit the website at mansfieldbookstore.com/ to learn more about purchasing your textbooks.
- ☐ **9. ATTEND NEW STUDENT WELCOME**
 - This is a mandatory program which is scheduled for the four days leading up to the start of the fall semester.
 - For more information visit: mansfield.edu/student-life/new-student-welcome
- ☐ **10. START THINKING ABOUT GETTING INVOLVED IN STUDENT LIFE!**
 - Visit our Student Affairs webpage mansfield.edu/student-affairs/ to explore our campus life opportunities.
 - Get connected via Facebook and Twitter with Mansfield University, the Office of Admissions, and other students by joining your Mansfield University Class on Facebook.
 - Join a Club or Organization!
- ☐ **11. REVIEW THE MANSFIELD UNIVERSITY STUDENT CODE OF CONDUCT BY VISITING:**
 - www2.mansfield.edu/student-affairs/upload/Mansfield-University-Student-Code-of-Conduct-PDF-2.pdf
- ☐ **12. STUDENTS ENTERING WITH IEP'S OR 504 PLANS WHO WILL BE REQUESTING ACCOMMODATIONS FOR THIS SEMESTER, PLEASE:**
 - Visit the website for the Office of Services for Students with Disabilities at: www2.mansfield.edu/ssd/ for resource information, including policies and procedures.
 - Schedule a meeting with the SSD Coordinator by visiting the Office of Services for Students with Disabilities located in 144 South Hall, or
 - Call 570-662-4436 to set up an appointment with the SSD Coordinator for information on what documentation may be needed.

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MANSFIELD UNIVERSITY PARKING MAP



Mansfield University Parking Map

Visitor parking is available in the following lots – visitor permits must be displayed. Permits are available at the Admissions Office in South Hall or The University Police Department in Doane Center. 

- Alumni Hall Lot
- Holden Place Lot
- Straughn Drive

❖ Hickory, Oak, Spruce, & Sycamore Resident –

- Lots: A, A2, B, C, E, T, T2

❖ Laurel Resident –

- Lots: E, T, T2

❖ First Year Resident –

- Lots: E, T2

❖ Commuter Students –

- Lots: E, K, L, N, R, W
- Campus View Dr.
- Clinton St. (west side between Laurel Dr. & First St.)
- Holden Place Lot
- S. Stadium Dr.
- Swan St. (between Straughn Dr. & Rt. 6)
- Wilson St.

❖ Employee – or

- Lots: D, I, J, M, N, R, S, W, X, Y
- Campus View Drive
- Clinton St. (between College Place and Morris Dr.)
- Pinecrest Dr.
- Morris Dr.
- S. Stadium Dr.
- Straughn Dr.
- Swan St. (between Stadium Dr. & Wilson St.)
- Wilson St.

❖ Contracted Employee –

- Lots N, Y
- Campus View Dr.
- Clinton St. (between Laurel Dr. & Morris Dr.)
- Holden Place Lot
- Morris Dr.

❖ Handicapped Parking is available in the following lots:

Allen (R Lot)	Alumni Lot	Belknap (J Lot)	Butler (M Lot)	Clinton St
D Lot	Day Care	Doane Center	Fieldhouse (R Lot)	Grant Science
Kelchner Fitness Center	Laurel (Y Lot)	Manser (I Lot)	Maple (G Lot)	North Hall
Pinecrest	Steadman Lot (N Lot)	Straughn Drive	Wilson St	

❖ Blue Light Emergency Phone Locations

Clinton St - In front of Kelchner Fitness Center	Decker Gym - Northwest end
E Lot - Next to bus stop	Field House - North side on building
Grant Science - North side on building	Grant Science - West side
Hickory – South End	Hickory – West side
K Lot - Near entrance to lot	Memorial/Alumni Lawn
Morris Drive - Top of Cardiac Hill	Oak – North End
Oak – South End	Oak – West Side
South Mall - Between South & Alumni Halls	Steadman - Top of steps to top parking area
The Hut - North end	Turkey Path - North end
Wilson St - Beginning of parallel parking	

Be sure to read the [Registration of Vehicles](#) and the [Parking Regulations](#) that are found at <http://mansfield.edu/police/>

*Updated October 1, 2013



Developing Tomorrow's Leaders

mansfield.edu

*For more information
please contact:*

**Andee Dunham
Student Life**

&

Student Transition Office

adunham@mansfield.edu

570-662-4983

mansfield.edu/orientation

